

# ***HRMS End User Training***



## ***HRMS Maintain Payroll***



## ***Master Data Training Guide***

# Introduction

# Course Objectives

Upon completion of this course, you should be able to:

- ☐ Describe an overview of how employee information is created and maintained in HRMS
- ☐ Identify new terms and concepts specific to payroll master data creation and maintenance
- ☐ Create and maintain employee's payroll master data
- ☐ Describe the benefits process
- ☐ Assign recurring and single payments and deductions
- ☐ View Reports
- ☐ Locate the OLQR

# **Section 1**

## **Maintain Payroll Master Data Overview**


# Maintain Payroll Master Data Overview

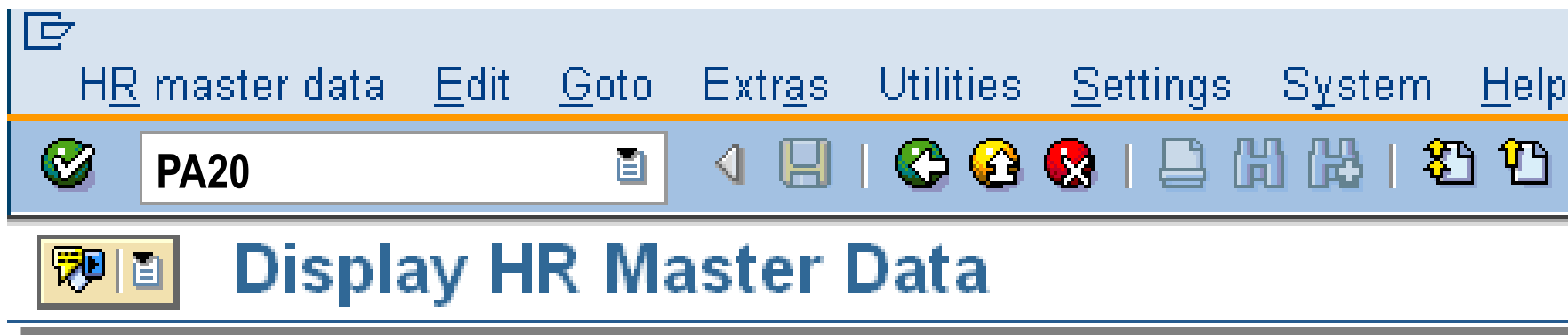
- At the end of this section, you should be able to:
  - List the terms used in maintaining Payroll Master Data
  - Describe the roles in HRMS as they relate to maintaining Payroll Master Data
  - Describe Effective Dating
  - Explain the definition of Payroll Master Data
  - List the triggers for creating and maintaining Payroll Master Data

# Definitions of Master Data


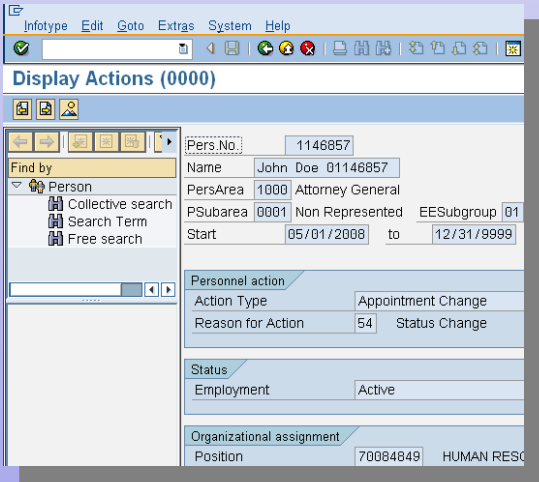
- Master data can be created and maintained state wide
  - It follows employees throughout their state employment.
- Master data is information that remains the same over a long period of time, some examples are:
  - Employee First & Last Name
  - Address Information
  - Bank Details

# New Terms

Term	Description
<p><b>Transaction Code</b></p> 	<p>Is a code corresponding to a specific transaction. Users can access transactions either by using the menu path or entering the transaction code.</p> <p>A transaction code can contain up to 20 characters and should always begin with a letter. Permitted characters are letters A-Z, numbers 0-9, and the underscore _.</p> <p>A transaction code is entered in the Command Field.</p>



# New Terms (con't)


Term	Description
<p data-bbox="67 335 305 392"><b>Infotypes</b></p>  	<p data-bbox="647 335 1738 449">Infotypes are used to group related data fields together.</p> <p data-bbox="647 492 1845 678">They provide information with a structure, facilitate data entry, and enable you to store data for specific periods.</p> <ul data-bbox="743 721 1845 1278" style="list-style-type: none"> <li>• To the user, infotypes appear as data entry screens. They contain whole series of information (for example, last name, first name, date of birth) that you enter in data fields.</li> <li>• Infotypes are accessed by the role you are assigned.</li> <li>• During an action<sup>1</sup>, infotypes are grouped together to help the user navigate from screen to screen automatically. Therefore, there is no need to worry about missing required data fields.</li> </ul>



# New Terms (con't)

Term	Description
Start Date	This is the date on which a record begins.
End Date	<p>This is the end date of a record.</p> <p>The end date often defaults to 12/31/9999. Verify this is the desired end date <u>prior</u> to saving the action.</p>
Delimit Date	This involves setting an end date for a record when it will no longer be valid. Delimited records are retained as a historical account.

# New Term and Concept

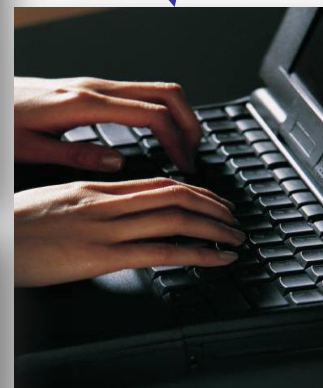
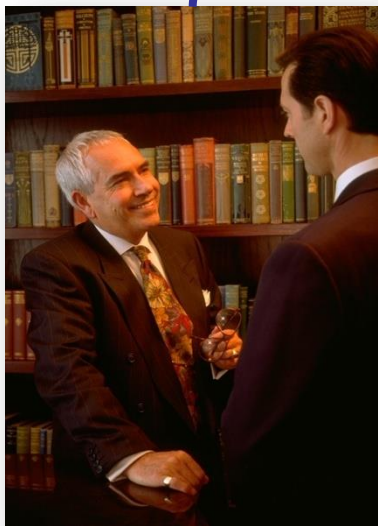
Term	Description
<p data-bbox="67 335 473 392"><b>Effective Dating</b></p> 	<p data-bbox="647 335 1593 449">Assign start and end dates to employee information in HRMS.</p> <p data-bbox="647 492 1796 599">You can enter information into HRMS at any time, before or after the employee information changes.</p> <p data-bbox="647 621 1796 771">Use <b>CAUTION</b> when using effective dating specifically when working on employee New Hires and Appointment Changes.</p> <ul data-bbox="743 806 1835 1320" style="list-style-type: none"> <li>• Although effective dating is beneficial to agencies, be aware that back-dating could adversely affect other components in HRMS.</li> <li>• If the employee did not start on the date that was entered into HRMS, there are procedures in the OLQR that outline specific scenarios.             <ul style="list-style-type: none"> <li>• By back-dating an employee's personnel action it can cause complications in payroll if it has been processed and even if the employee has no earnings for that pay period.</li> </ul> </li> </ul>

# Effective Dating Example

June 7<sup>th</sup> – Marsha, the Personnel Administration Processor, receives notification of Kevin's retirement

## Start Here

June 1<sup>st</sup>  
Kevin hands a letter to his supervisor detailing his retirement plans and date of July 31<sup>st</sup>



June 9<sup>th</sup>  
Marsha enters Kevin's retirement into HRMS to become effective on July 31<sup>st</sup>



July 31<sup>st</sup> – Kevin retires with no data entry needed as HRMS activates retirement based on effective data entered on June 9<sup>th</sup>

# Effective Dating Example – Different View

## June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### June 1

Kevin sends letter to supervisor notifying of retirement

### June 7

Supervisor receives letter

### June 9

Supervisor enters retirement date in HRMS.



### July 31

Kevin retires - no data entry required, because supervisor entered retirement date in HRMS on back on June 9.

# HRMS Role Based Security

Human Resource Management System (HRMS) has role-based security

- A “role” is defined as a major grouping of activities that reflect a specific aspect of a person’s job
- Your assigned HRMS role dictates the information that you can create, change and display
  - Your agency assigned your role based on what tasks you perform
- There are centralized roles and (agency-level) roles



# **Payroll Master Data Roles - Decentralized**

## **Payroll Processor**

Responsible for creating and maintaining payroll information for new and existing employees in the HRMS system. New employee payroll information is entered once the human resource information has been entered.

## **Benefits Processor**

Role is responsible for maintaining and updating benefit plan participation information for all eligible State employees. In addition, the Benefits Processor provides general benefits advice, guidance and support to managers and supervisors.

# Payroll Master Data Roles - Decentralized

## Payroll Analyst

Is responsible for running simulated payrolls, correcting payroll errors, producing and reviewing payroll reports, and executing off-cycle reversals in the HRMS system.

## Payroll Supervisor

Role provides oversight for the following payroll-related roles:

- *Payroll Processor*
- *Payroll Analyst*
- *Garnishment Administrator*
- *Benefits Processor*



## Payroll Inquirer

Views payroll information once it is entered in the HRMS system.

# ***Centralized* Payroll Master Data Roles**

## **Payroll Configuration Analyst (DES)**

Corrects technical payroll errors (i.e., incorrect wage types) and creates new wage types for state agencies.

## **Financial Approver (OFM)**

Approves new deductions, pay codes and allowances that are created by the Payroll Configuration Analyst.

## **Benefits Configuration Analyst (DES)**

Creates and maintains retirement plans, configures new health and insurance plans and annual rate changes.

<b>DES</b>	Department of Enterprise Services
<b>OFM</b>	Office of Financial Management



# Review Question #1

**Which role is responsible for which activity?**

_____	Enters Payroll Master Data
_____	Enters Retirement Data
_____	Approves new deduction types and allowances types
_____	Provides input to the Payroll processor and analyst

## **Roles:**

- |                              |                              |
|------------------------------|------------------------------|
| 1. <b>Benefits Processor</b> | 3. <b>Payroll Supervisor</b> |
| 2. <b>Payroll Processor</b>  | 4. <b>Financial Approver</b> |

# **Section 2**

## **Create and Maintain Payroll Master Data**

# Section 2 Overview

- Upon completion of this section, you should be able to:
  - List the new terms used in in this section
  - Explain how the HRMS roles work together to perform a personnel action (hire/newhire)
  - Describe the difference between creating and maintaining Payroll Master Data
  - Perform ten common Payroll Master Data scenarios

# New Terms

Term	Description
<b>Personnel Action</b>	This groups infotypes according to business needs. The personnel actions menu will identify the action type to process such as new hire, appointment change, separation, etc.
<b>Wage Type</b>	<p>This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics.</p> <p>It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run.</p>
<b>Payment Model</b>	This is a pre-defined schedule for taking a deduction or making a payment, such as monthly, semi-monthly, etc.

# Payroll Master Data Overview of Roles



## Personnel Administration Processor

Starts the new hire action and hands over to the Payroll Processor to begin at the Bank Details Infotype (0009)



## Payroll Processor

Receives the hand off and begins entry, completing all necessary infotypes. Then is responsible for handing off to the Benefits Processor



## Benefits Processor

Receives the hand off and begins the final portion of the employee record at the General Benefits Infotype (0171)

# Roles Associated with Infotypes

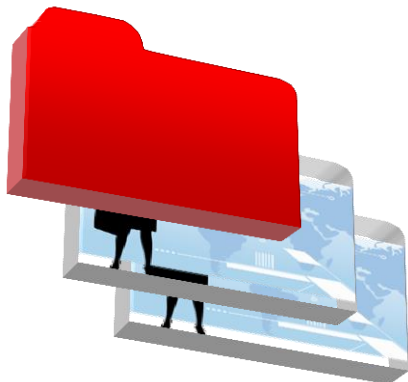


- The Personnel Administration (PA) Processor is prompted through the infotypes that are required during the hiring process for a new employee:

- Create Actions (0000)
- Create Organizational Assignment (0001)
- Create Addresses (0006)
- Time Specifications/Employee(0552)
- Create Education (0022)
- Monitoring of Tasks (0019)
- Create Personal Data (0002)
- Create Contract Elements (0016)
- Create Planned Working Time (0007)
- Change Data Specifications (0041)
- Create Basic Pay (0008)
- Military Status (0081)
- Create Additional Personal Data (0077)

# Roles Associated with Infotypes (con't)

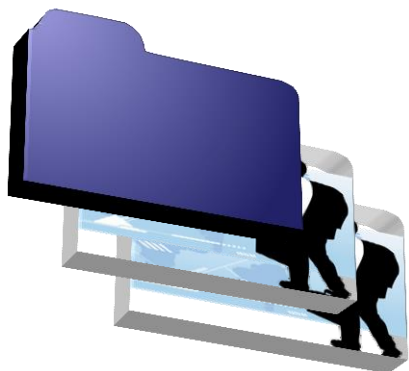
- The Payroll Processor receives the hand off and is prompted through the infotypes that are required for the next step in the hiring process for a new employee:



- Bank Details (0009)
- Recurring Payments/Deductions (0014)
- Unemployment State (0209)
- Withholdings Info W4/W5 US (0210)
- Additional Withholdings Info US (0234)

# Roles Associated with Infotypes (con't)

- The Benefits Processor picks up the hand off and completes these infotypes:



- General Benefits Information (0171)
- Savings Plan (0169)



# Difference between Creating and Maintaining Master Data

- Personnel Actions (PA40) and Maintain HR Master Data (PA30) are system actions used to create and maintain payroll master data.

**PA40** is the transaction code used to create a personnel action:

- Hire a new employee (New Hire)
- Change an employees assignment (Appointment Change)
- Separate an employee (Separation)
- Rehire an employee (Rehire)

**PA30** is used to maintain master data:

- Update an employee's direct deposit
- Create a deduction
- Change an employee's withholdings

# 10 Common Scenarios

# Create and Maintain Payroll Master Data

## Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

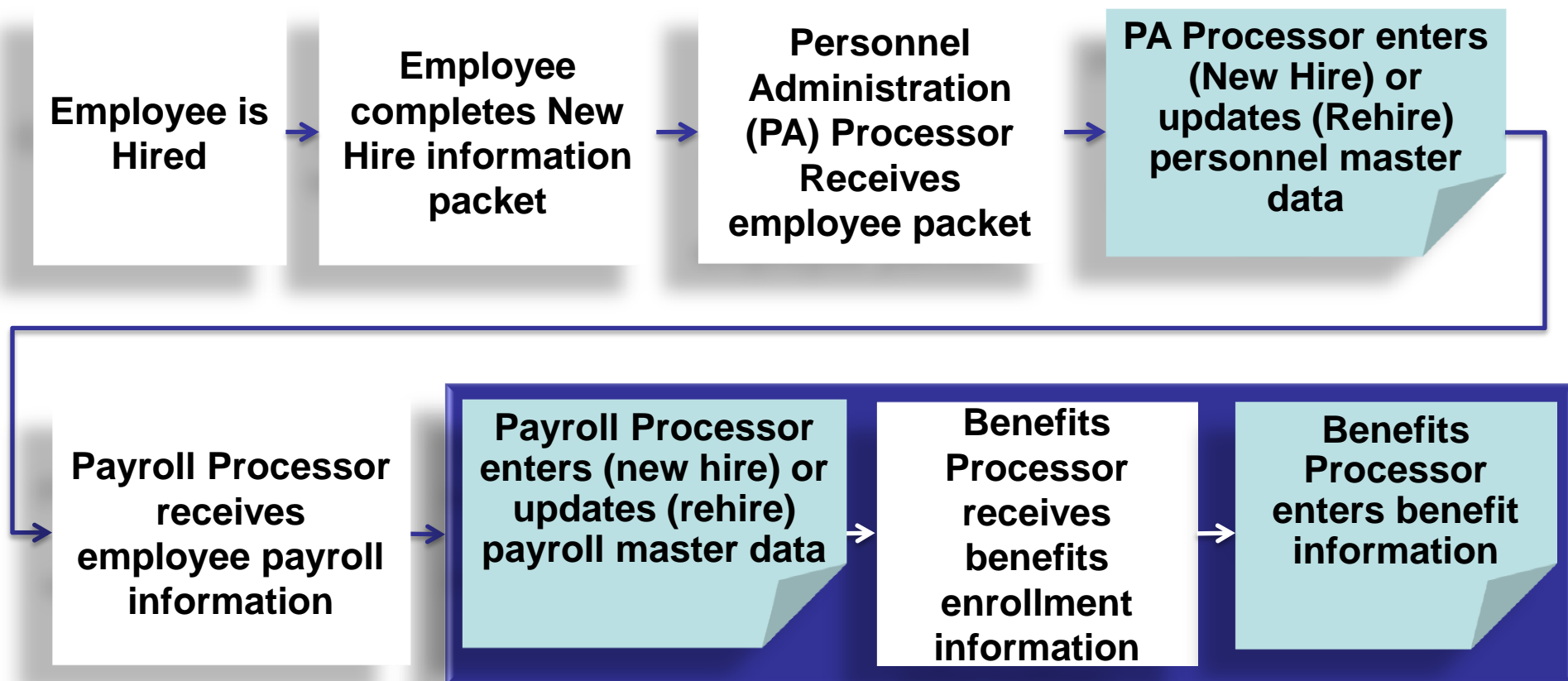
Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant



# New Hire Process Flow



 **HRMS - Entry of Payroll Master Data**

 **Agency tasks outside of HRMS**

 **Discussed in Scenario 1**

# New Hire

To access the *Personnel Actions* choose one of these methods:

- Method 1: Type the transaction code into the command field

**PA40**

- Method 2: Follow the 'drill down' method by double clicking on:

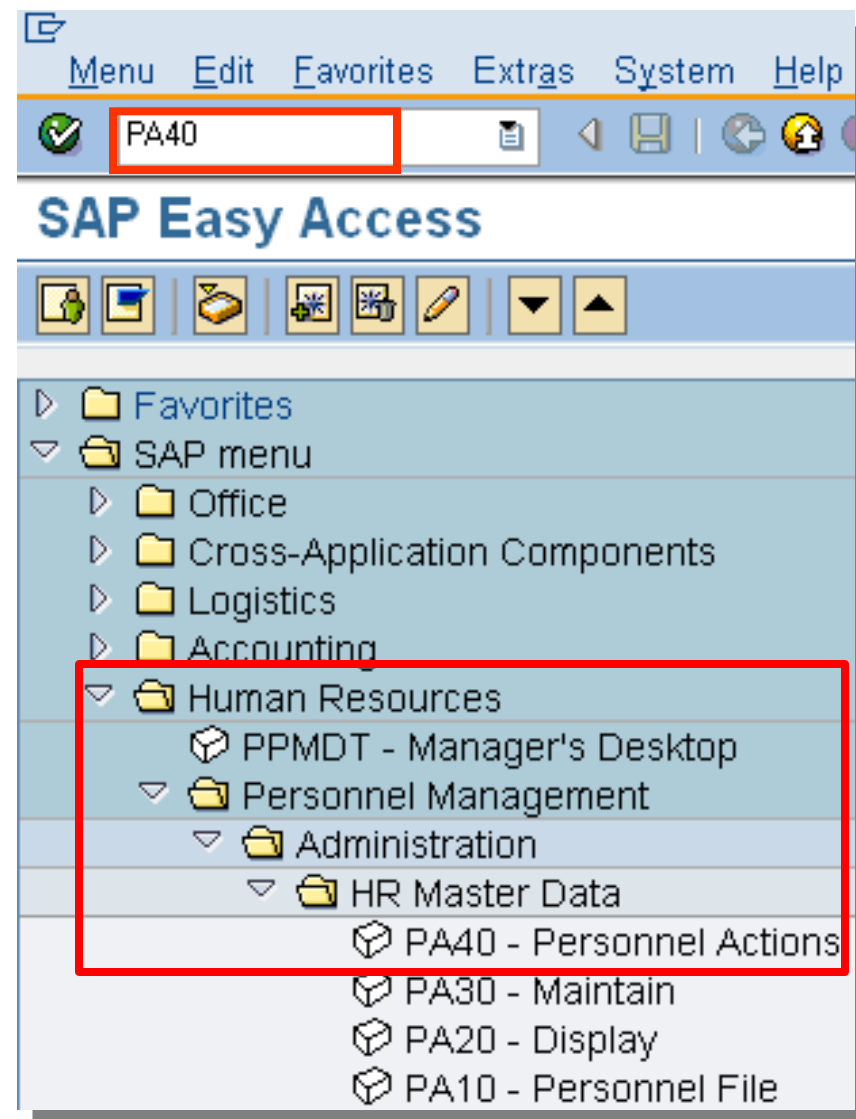
Human Resources →

Personnel Management →



Administration →

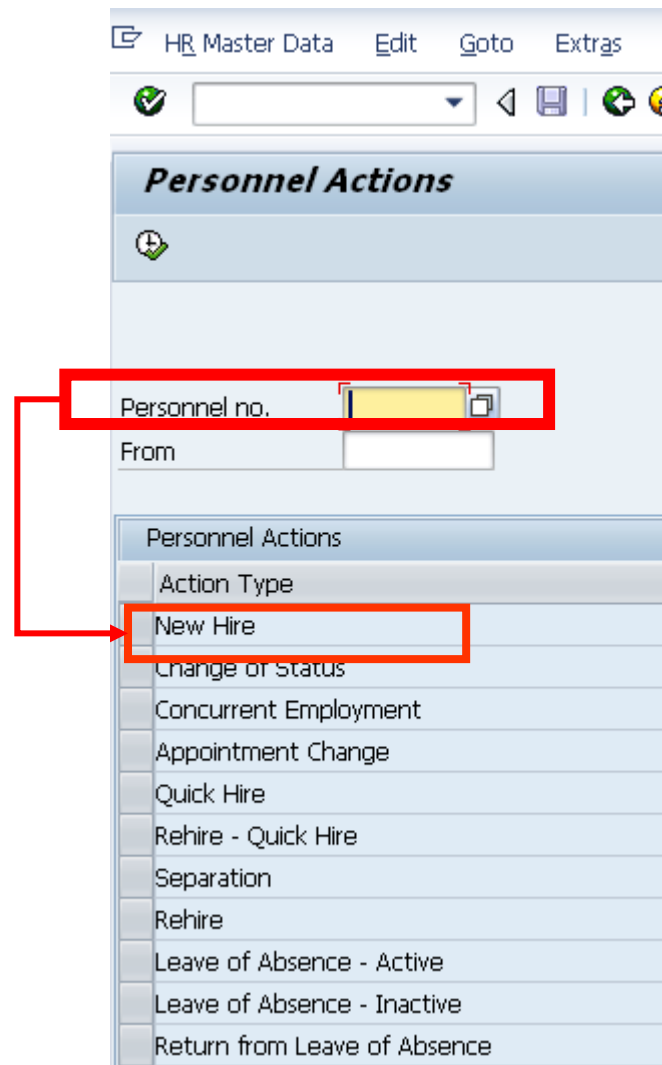
HR Master Data →

PA40 - Personnel Actions



# New Hire (con't)

- From the *Personnel Actions* screen begin processing the new employee's personnel information by:
  - Entering the employee's personnel no. (provided to you by the Personnel Administration Processor)
  - Skipping the From field
  - Click  (Continue) or enter
- Select a *Personnel Action*
  - New Hire
- Click  (Execute)



HR Master Data Edit Goto Extras

Personnel Actions

Personnel no. [ ]

From [ ]

Personnel Actions

Action Type

New Hire

Change of Status

Concurrent Employment

Appointment Change

Quick Hire

Rehire - Quick Hire

Separation

Rehire

Leave of Absence - Active

Leave of Absence - Inactive

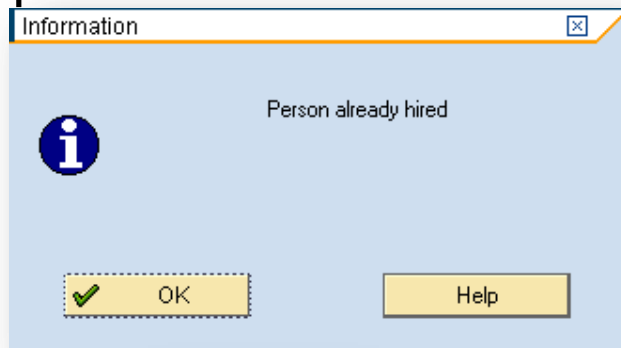
Return from Leave of Absence

# New Hire (con't)

- The *Change Actions (0000)* infotype displays a message in the status bar, indicating the employee has already been hired.

✓ Person already hired

- Or it may appear as a pop up window



- Click ✓ OK

Infotype Edit Goto Extras System Help

**Change Actions**

Execute info group Change info group

Pers.No. 103  
 Name GREEN LISA  
 PersArea 1110 Dept of Personnel EEGroup 0 Permanent  
 PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exempt Status Active  
 Start 02/01/2009 to 12/31/9999 Chng 03/10/2009 JANETP

**Personnel action**

Action Type U0 New Hire  
 Reason for Action 11 In-Training Appointment

**Status**

Employment 3 Active

**Organizational assignment**

Position 71000099 IN TRAINING 04  
 Personnel area 1110 Dept of Personnel  
 Employee group 0 Permanent  
 Employee subgroup 01 Monthly(M) OT Exempt

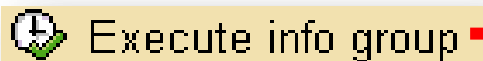
**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action
02/01/2009	U0	New Hire	11	In-Training Appointment

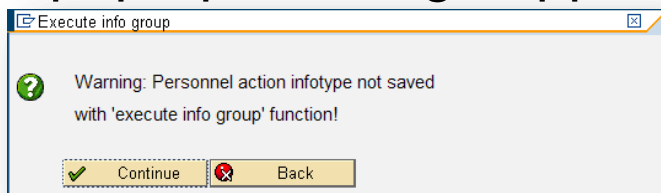
✓ Person already hired

# Execute info group

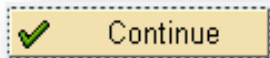
- Continue by clicking



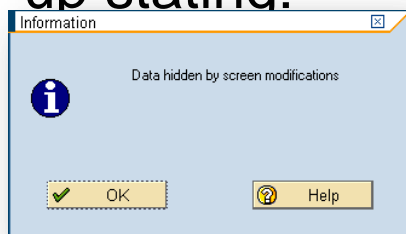
- A pop-up message appears



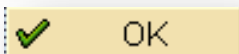
- Accept the message by clicking



- An information window may pop-up stating:



- Accept the message by clicking


The main application window titled "Change Actions" with a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar. It contains a form for personnel data and action details. A red arrow points from the "Execute info group" button in the first image to the "Execute info group" button in this window.

**Change Actions**

Pers.No. 103  
 Name GREEN LISA  
 PersArea 1110 Dept of Personnel  
 PSubarea 0001 Non Represented  
 Start 02/01/2009 to 12/31/9999  
 EESubgroup 01  
 EEGroup 0 Permanent  
 Monthly(M) OT Exempt Status Active  
 Chng 03/10/2009 JANETP

**Personnel action**

Action Type U0 New Hire  
 Reason for Action 11 In-Training Appointment

**Status**

Employment 3 Active

**Organizational assignment**

Position 71000099 IN TRAINING 04  
 Personnel area 1110 Dept of Personnel  
 Employee group 0 Permanent  
 Employee subgroup 01 Monthly(M) OT Exempt

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action
02/01/2009	U0	New Hire	11	In-Training Appointment

☒ Person already hired



# New Hire (con't)

- Once the Infotype Group is executed, you will click (Next Record) *several times* until you reach infotype *Create Bank Details (0009)*.



Infotype Edit Goto Extras System Help

Change Personal Data

Personnel No. 103 Name GREEN LISA

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exempt Status Active

Start 03/06/1968 To 12/31/9999 Changed on 03/10/2009 JANETP

Name

Title

Last name GREEN

First name LISA

Middle name

Nickname

Suffix

Name GREEN LISA

HR data

SSN 500-10-1680

Date of Birth 03/06/1968

Gender ☒ Female ☐ Male

Marital Status Unknwn

Since

# Bank Details

- *Bank Details* (0009) is used to store necessary information for an employee to be paid by warrant or direct deposit.

## Warrant payment:

- **Start** and **to** date
- Bank Details Type
- Payment method
- Purpose (optional)

## Note:

Even if you do not have any information to input, be sure to **SAVE!**



Infotype Edit Goto Extras System Help

Create Bank Details

Personnel No. 103 Name GREEN LISA

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exempt Status Active

Start 02/01/2009 to 12/31/9999

Bank details

Bank details type 0 Main bank

Payee GREEN LISA

Postal Code/City 98516 LACEY

Bank Country US USA

Bank Key

Bank Account Bank control key

Payment method C Warrants

Purpose

Payment currency USD

# Bank Details

- *Bank Details* (0009) is used to store necessary information for an employee to be paid by warrant or direct deposit.

## Direct Deposit:

- Start and to date
- Bank Details Type
- Bank Key (routing number)
- Bank Account Number
- Bank control key
- Payment method
- Purpose (optional)

Infotype Edit Goto Extras System Help

**Change Bank Details**

Personnel No. 103 Name GREEN LISA

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exempt Status Active

Start 02/01/2009 to 12/31/9999 Chng 05/04/2010 JANETP

**Bank details**

Bank details type 0 Main bank

Payee GREEN LISA

Postal Code/City 98516 LACEY

Bank Country US USA

Bank Key 124000025 WELLS FARGO BANK NORTHWEST, NA

Bank Account 5983251358 Bank control key 01

Payment method D Bank transfer (ACH)



Purpose THIS IS OPTIONAL

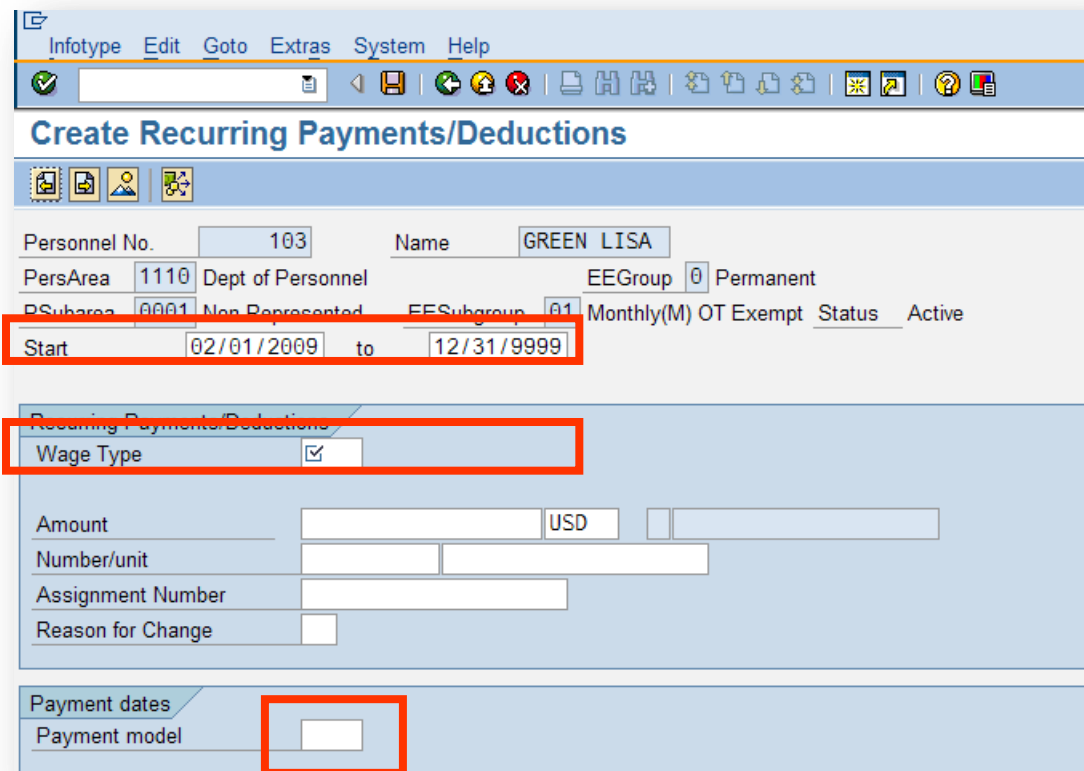
Payment currency USD

Note: Even if you do not have any information to input, be sure to SAVE!



# Recurring Payments/Deductions

- *Recurring Payments/Deductions* (0014) stores all allowances and deductions, as well as the frequency.
  - Enter a start and to date
  - Select a wage type
  - Enter an amount
- Click  (**Enter**) to validate
  - Based on the wage type entered, a frequency defaults in the *Payment model* field
- Click  (**Save**)



Infotype Edit Goto Extras System Help

## Create Recurring Payments/Deductions

Personnel No. 103 Name GREEN LISA

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exempt Status Active

Start 02/01/2009 to 12/31/9999

Recurring Payments/Deductions

Wage Type ☒

Amount  USD

Number/unit

Assignment Number

Reason for Change

Payment dates

Payment model

Payment Model (1) 18 Entries found



Restrictions

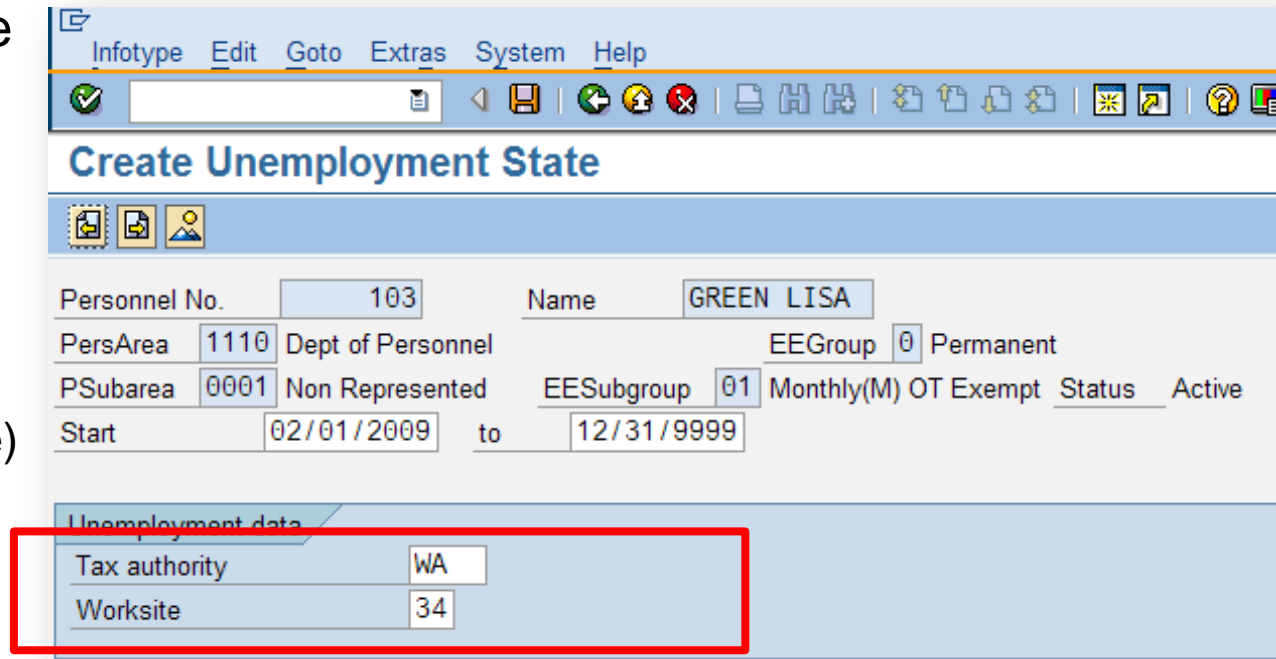
Period Parameters: 02  
Name per. parameter: Semi-monthly

Mo...	Name	CumT...	Description
WA01	Every Pay Period - Half Amount	M	Monthly
WA02	25th Pay Period - Full Amount	M	Monthly
WA03	10th Pay Period - Full Amount	M	Monthly
WA04	Every Pay Period - Full Amt	L	Semi-monthly

Entry found

# Unemployment State

- Use *Unemployment State (0209)* to store an employee's state unemployment tax information.
- Fields to complete:
  - *Tax Authority* (state)
  - *Worksite* (county)
- Click  **(Enter)** to validate
- Click  **(Save)**



**Create Unemployment State**

Personnel No.  Name

PersArea  Dept of Personnel EEGGroup  Permanent

PSubarea  Non Represented EESubgroup  Monthly(M) OT Exempt Status

Start  to

**Unemployment data**

Tax authority

Worksite

# Withholdings Info W4 / W5 US


- Use *Withholdings info W4/W5 US* (0210) to store an employee's tax filing status and exemptions, as required.

- Fields to complete:

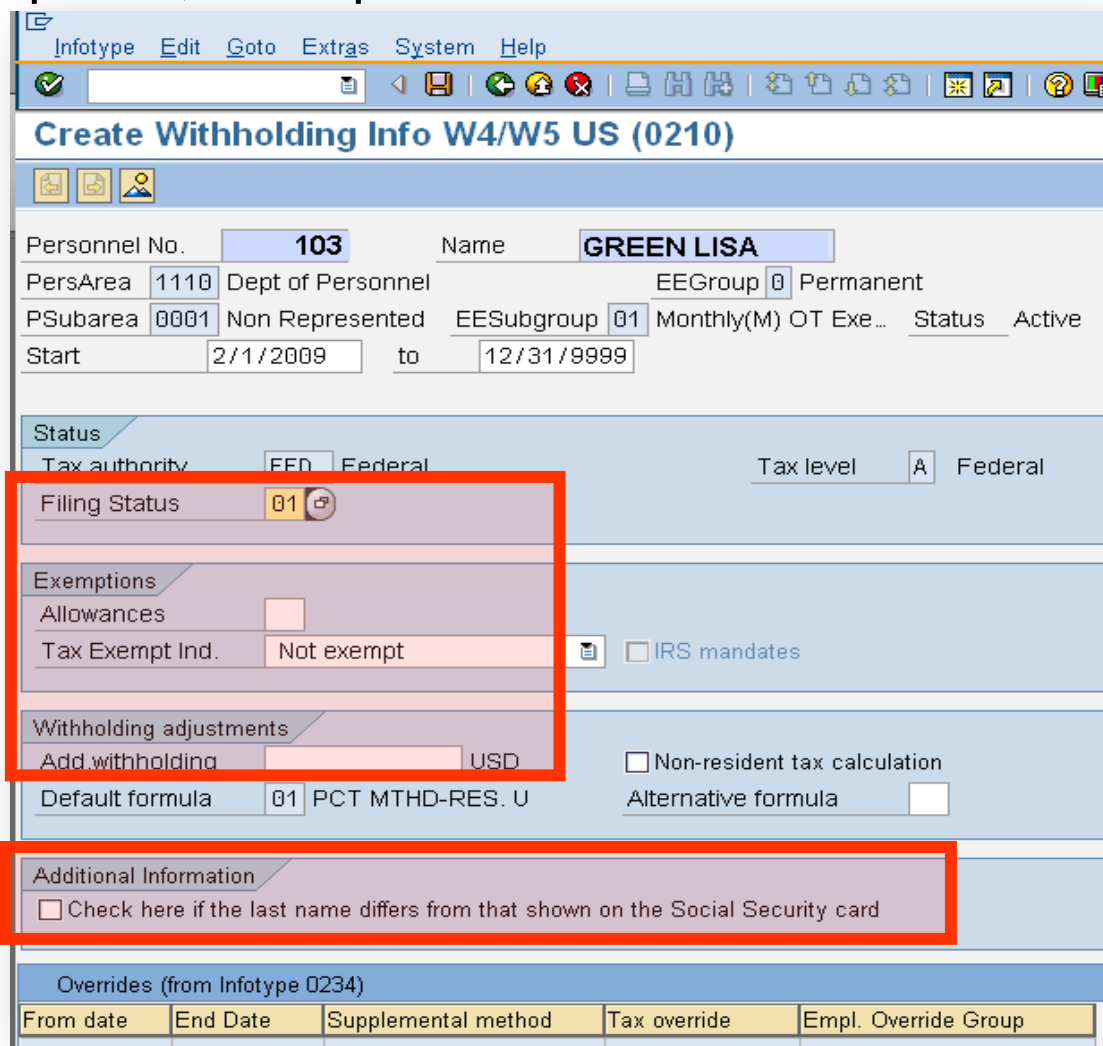
- *Filing Status*
- *Allowances*

- Optional fields:

- *Allowances*
- *Add. Withholding*
- *Check for different Last Name*

- Click  (**Enter**) to validate

- Click  (**Save**)



**Create Withholding Info W4/W5 US (0210)**

Personnel No. **103** Name **GREEN LISA**

PersArea **1110** Dept of Personnel EEGroup **0** Permanent

PSubarea **0001** Non Represented EESubgroup **01** Monthly(M) OT Exe... Status **Active**

Start **2/1/2009** to **12/31/9999**

Status

Tax authority **FFD** Federal Tax level **A** Federal

Filing Status **01**

Exemptions

Allowances ☐

Tax Exempt Ind. **Not exempt** ☐ IRS mandates

Withholding adjustments

Add. withholding  USD ☐ Non-resident tax calculation

Default formula **01** PCT MTHD-RES. U Alternative formula



Additional Information

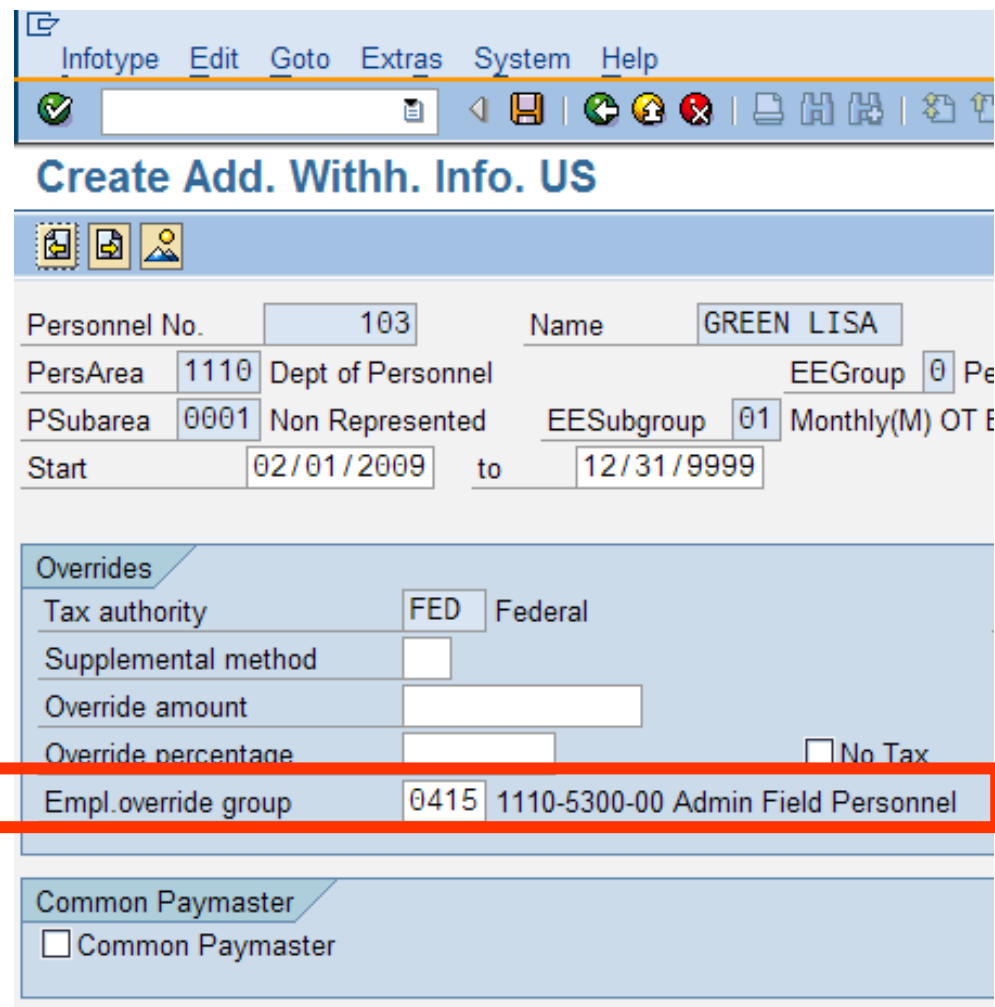
☐ Check here if the last name differs from that shown on the Social Security card

Overrides (from Infotype 0234)

From date	End Date	Supplemental method	Tax override	Empl. Override Group
01/01/2009	12/31/2009			

# Additional Withholdings Info US

- The *Empl. Override group* field is a custom field used by the State of Washington to store medical aid information.
  - The required field is:
    - *Empl. override group*
  - Click  (**Enter**) to validate
  - Click  (**Save**)
- If the override group is not entered it will miscalculate the medical aid rates and take larger amounts out of the employee's check. This will cause a Redline error.



Infotype Edit Goto Extras System Help

**Create Add. Withh. Info. US**

Personnel No. 103 Name GREEN LISA

PersArea 1110 Dept of Personnel EEGroup 0 Pe

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT E

Start 02/01/2009 to 12/31/9999

**Overrides**

Tax authority FED Federal

Supplemental method

Override amount


Override percentage ☐ No Tax

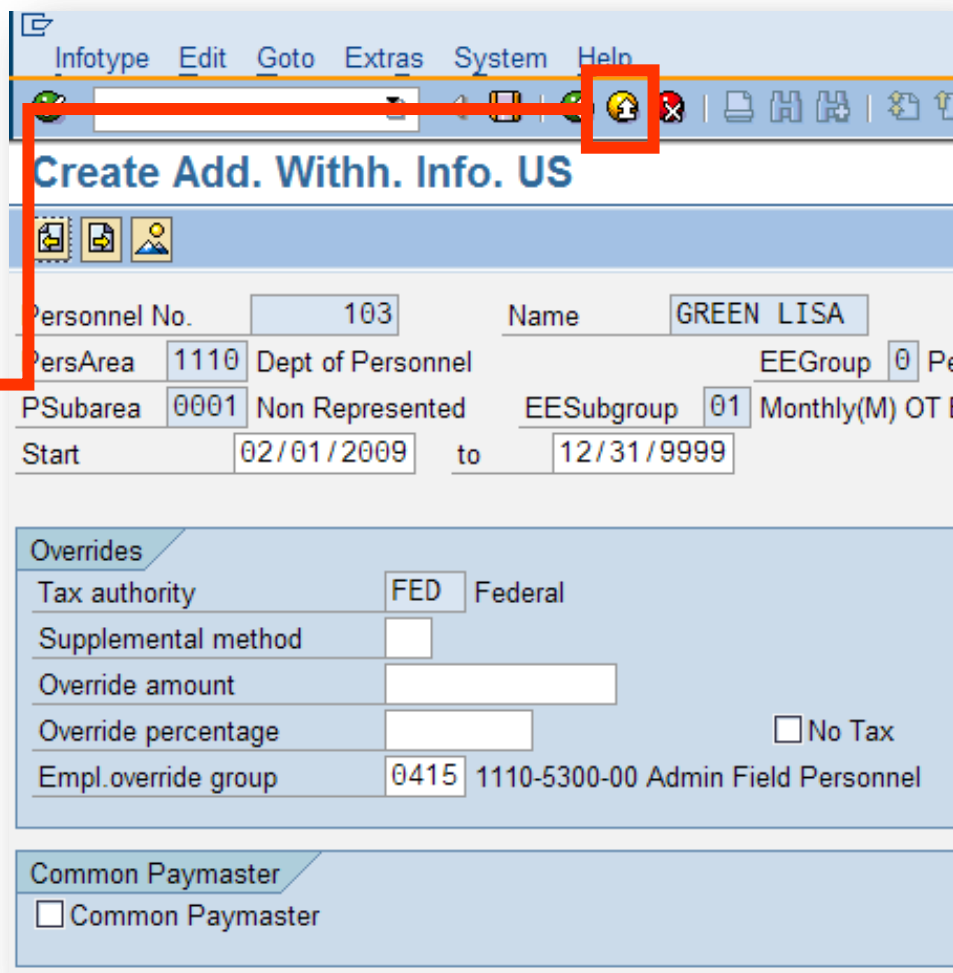
**Empl.override group** 0415 1110-5300-00 Admin Field Personnel

**Common Paymaster**

☐ Common Paymaster

# Additional Withholdings Info US

- That completes the Payroll Processors entry for the new hire.
- Click  (Exit) to return to the SAP Easy Access screen
- The next several slides cover the benefits selection for the Benefits Processor role.



Infotype Edit Goto Extras System Help

Create Add. Withh. Info. US

Personnel No. 103 Name GREEN LISA

PersArea 1110 Dept of Personnel EEGroup 01

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT E

Start 02/01/2009 to 12/31/9999

Overrides

Tax authority FED Federal

Supplemental method

Override amount

Override percentage ☐ No Tax

Empl.override group 0415 1110-5300-00 Admin Field Personnel

Common Paymaster

☐ Common Paymaster

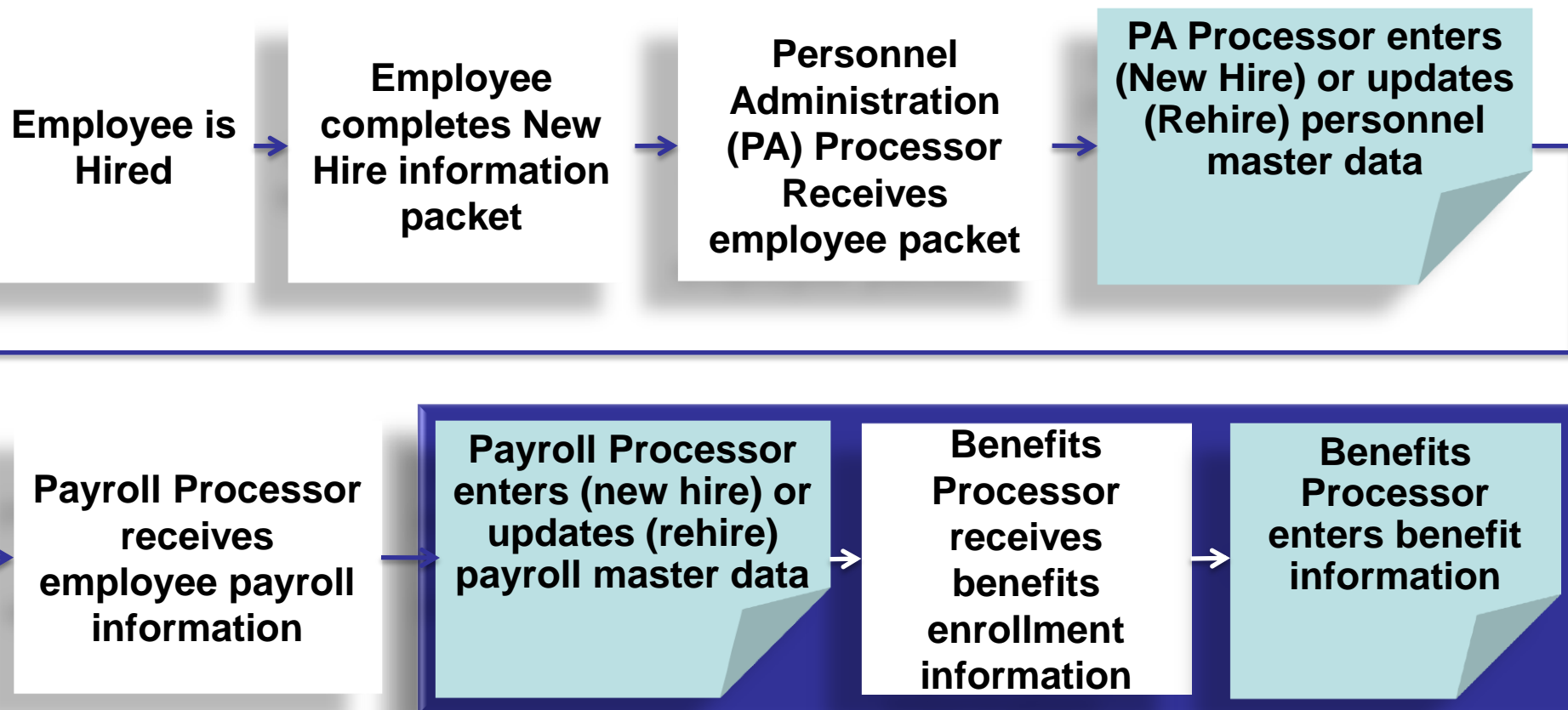


# **HRMS Activity**



**Demonstration (pg 4)  
Exercise (pg 8)  
Create Employee Payroll  
Information for New Hire**

# New Hire Process Flow



 **HRMS - Entry of Payroll Master Data**

 Agency tasks outside of HRMS


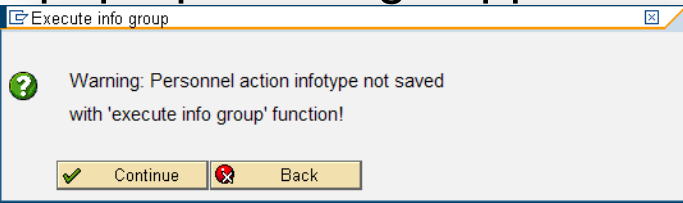
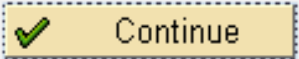
 Discussed in Scenario 1

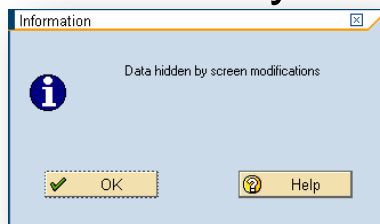
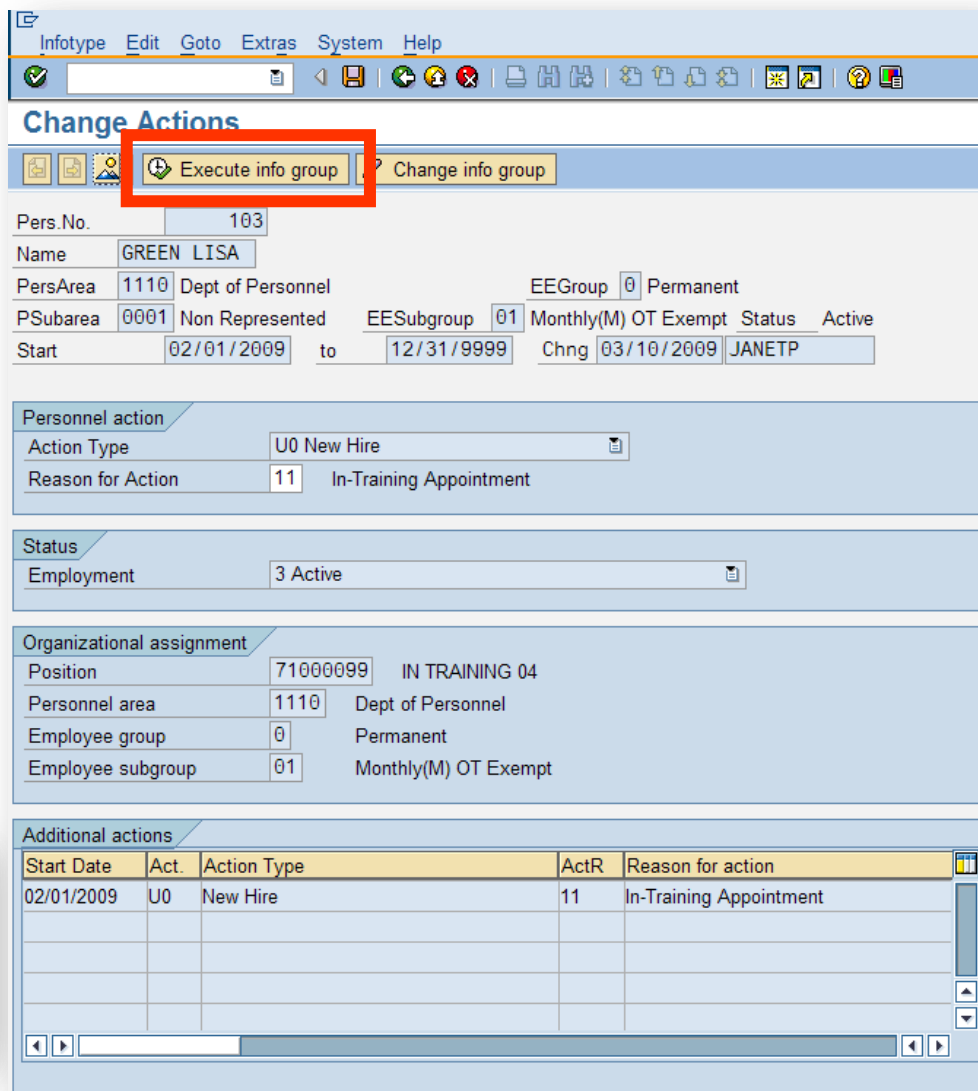
# Benefits Eligibility and Enrollment

- The Payroll Processor makes the handoff to the Benefits Processor to complete the enrollment process
  - The process will continue by accessing the same initial transaction code PA40



# Retirement Enrollment – New Hire

- From *Actions (0000)* click
- Continue by clicking  
 Execute info group
- A pop-up message appears  

- Accept the message by clicking  

- An information window may pop-up stating:

**Change Actions**

Pers.No. 103  
 Name GREEN LISA  
 PersArea 1110 Dept of Personnel  
 PSubarea 0001 Non Represented  
 Start 02/01/2009 to 12/31/9999  
 EESubgroup 01 Monthly(M) OT Exempt  
 Chng 03/10/2009 JANETP

EEGroup 0 Permanent  
 Status Active

**Personnel action**  
 Action Type U0 New Hire  
 Reason for Action 11 In-Training Appointment


**Status**  
 Employment 3 Active

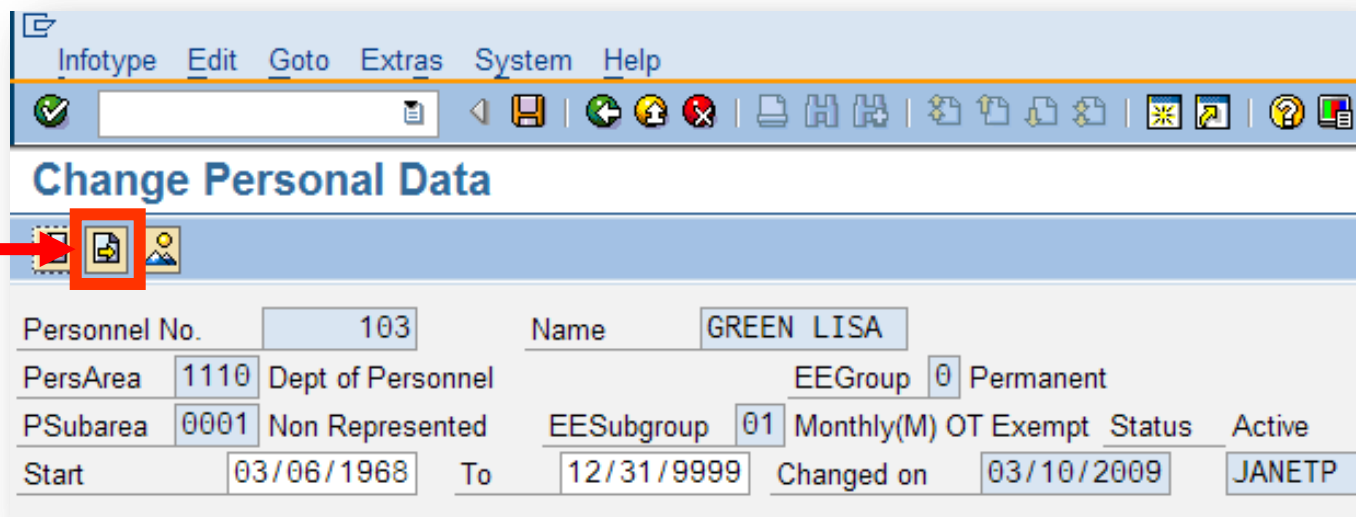
**Organizational assignment**  
 Position 71000099 IN TRAINING 04  
 Personnel area 1110 Dept of Personnel  
 Employee group 0 Permanent  
 Employee subgroup 01 Monthly(M) OT Exempt

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action
02/01/2009	U0	New Hire	11	In-Training Appointment

# Retirement Enrollment – New Hire



- As mentioned before, the Personnel Administrator Processor already started the Hire Action and the Payroll Processor has completed the applicable personnel infotypes
- Once the Infotype Group is executed, you will have to click  **(Next Record)** to advance to *General Benefits Information (0171)*

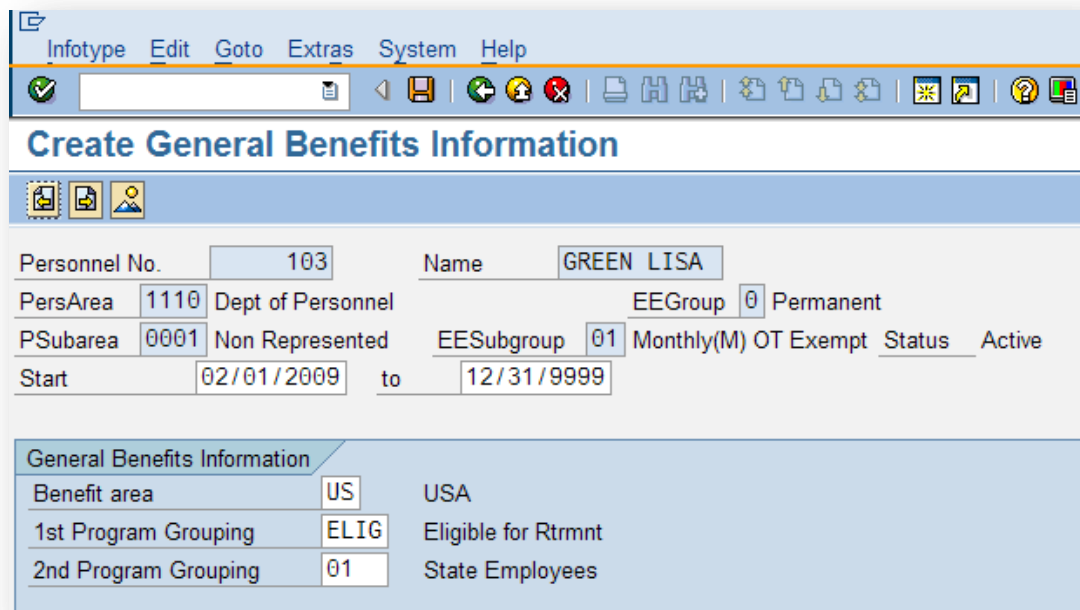


The screenshot shows the SAP 'Change Personal Data' form. A red arrow points from the 'Next Record' icon (a document with a right-pointing arrow) in the toolbar to the text '(Next Record)' in the list above. The form contains the following data:

Personnel No.	103	Name	GREEN LISA
PersArea	1110	Dept of Personnel	EEGroup 0 Permanent
PSubarea	0001	Non Represented	EESubgroup 01 Monthly(M) OT Exempt Status Active
Start	03/06/1968	To	12/31/9999
Changed on		03/10/2009	JANETP

# General Benefits Information (0171)

- The **General Benefits Information** infotype records the position's retirement eligibility
- Optional fields to complete:
  - 1<sup>st</sup> Program Grouping
  - 2<sup>nd</sup> Program Grouping
- When finished, click  (Enter) and then click  (Save)





Personnel No.	103	Name	GREEN LISA
PersArea	1110	Dept of Personnel	EEGroup 0 Permanent
PSubarea	0001	Non Represented	EESubgroup 01 Monthly(M) OT Exempt Status Active
Start	02/01/2009	to	12/31/9999

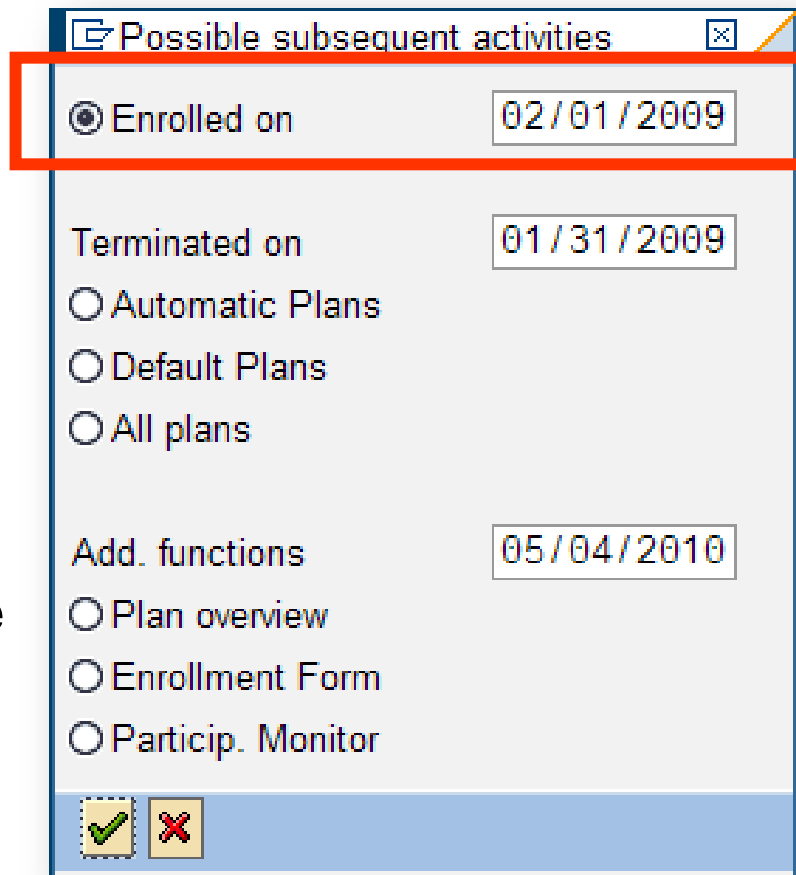
  

General Benefits Information	
Benefit area	US USA
1st Program Grouping	ELIG Eligible for Rtrmnt
2nd Program Grouping	01 State Employees

**Note:** If the position is ineligible for retirement, the infotype should be saved for all other benefits to process correctly in payroll.

# Retirement Enrollment

- The Possible subsequent activities window will appear with the Enrolled on date selected (**This date should be the same as the original hire date.**)
- Click  (**Continue (Enter)**) to continue
- **If the employee is not eligible for retirement,** click  (**Close**) to close the window and return to the Personnel Actions screen





The image shows a software window titled "Possible subsequent activities". It contains several fields and options. The "Enrolled on" field is highlighted with a red box and contains the date "02/01/2009". Below it are "Terminated on" (01/31/2009) and "Add. functions" (05/04/2010). There are three radio button options: "Automatic Plans", "Default Plans", and "All plans". At the bottom, there are three more radio button options: "Plan overview", "Enrollment Form", and "Particip. Monitor". At the very bottom of the window are two buttons: a green checkmark icon and a red X icon.


Enrolled on	02/01/2009
Terminated on	01/31/2009
Add. functions	05/04/2010

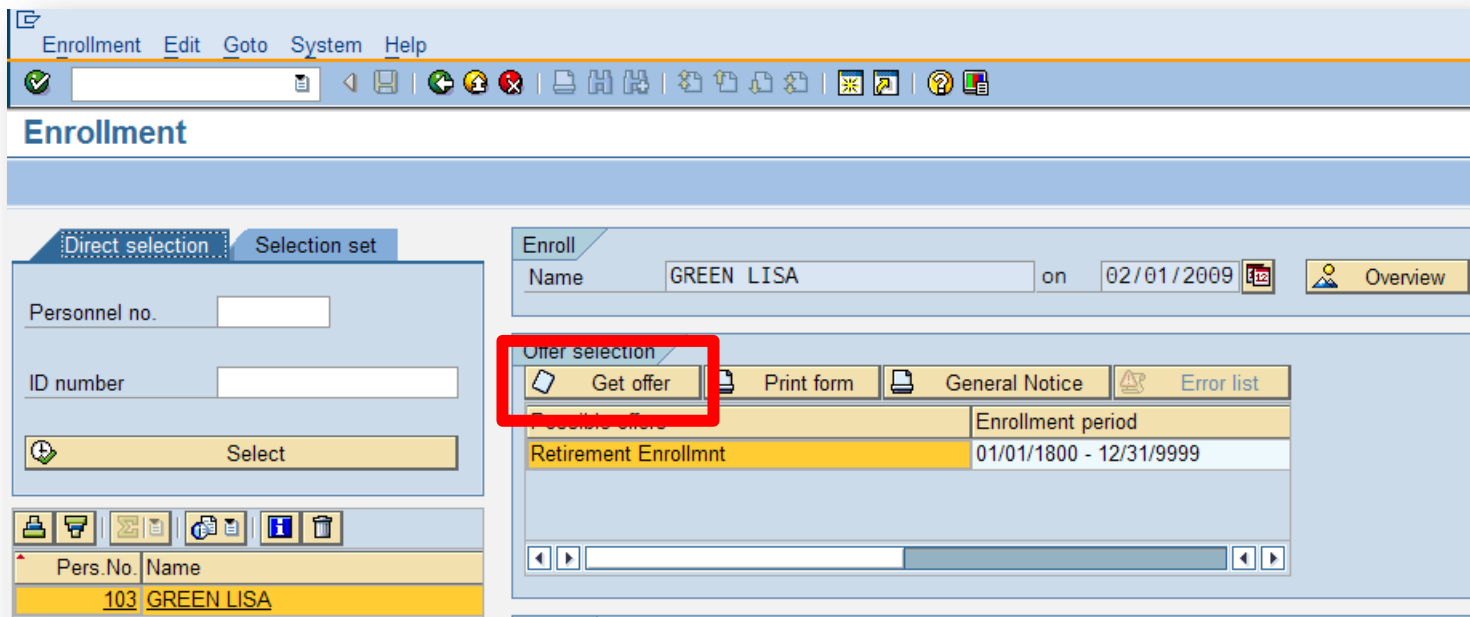
☒ Automatic Plans  
☐ Default Plans  
☐ All plans

☐ Plan overview  
☐ Enrollment Form  
☐ Particip. Monitor

# Enrollment

- The Enrollment screen is used to view and enroll the employee into their eligible retirement plan
- Verify the employee's name in the Enroll section (Employee's name can be searched using the Direct Selection option on the left)
- Once verified, click  Get offer **(Get offer)**



Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers.No Name

103	GREEN LISA
-----	------------

Enroll

Name GREEN LISA on 02/01/2009 Overview

Offer selection

Get offer Print form General Notice Error list

Retirement Enrollmnt	Enrollment period
	01/01/1800 - 12/31/9999



# Enrollment

- Only the retirement plans that the employee is eligible for will appear under the Retirement Enrollmnt section
- Click on the appropriate plan

**Enrollment**

Direct selection Selection set

Personnel no.

ID number

Select

Pers.No. Name

Pers.No.	Name
103	GREEN LISA

Enroll

Name  on  Overview

Offer selection


Get offer Print form General Notice Error list

Possible offers	Enrollment period
Retirement Enrollmnt	01/01/1800 - 12/31/9999

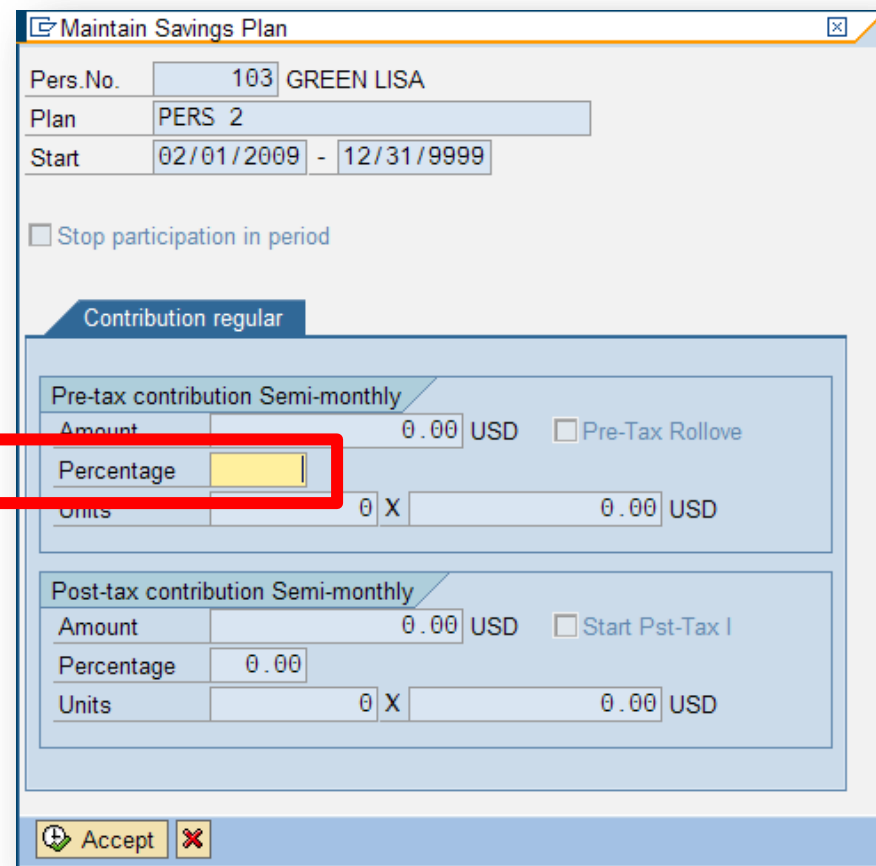
Retirement Enrollmnt

Plan	Status	Validity period	Activity
401(a)			
PERS 2		02/01/2009 - 12/31/9999	
PERS 3 - Option 0		02/01/2009 - 12/31/9999	
PERS 3 - Rate A - Self		02/01/2009 - 12/31/9999	
PERS 3 - Rate A - WSIB		02/01/2009 - 12/31/9999	
PERS 3 - Rate B - Self		02/01/2009 - 12/31/9999	
PERS 3 - Rate B - WSIB		02/01/2009 - 12/31/9999	
PERS 3 - Rate C - Self		02/01/2009 - 12/31/9999	
PERS 3 - Rate C - WSIB		02/01/2009 - 12/31/9999	
PERS 3 - Rate D - Self		02/01/2009 - 12/31/9999	
PERS 3 - Rate D - WSIB		02/01/2009 - 12/31/9999	
PERS 3 - Rate E - Self		02/01/2009 - 12/31/9999	
PERS 3 - Rate E - WSIB		02/01/2009 - 12/31/9999	
PERS 3 - Rate F - Self		02/01/2009 - 12/31/9999	
PERS 3 - Rate F - WSIB		02/01/2009 - 12/31/9999	

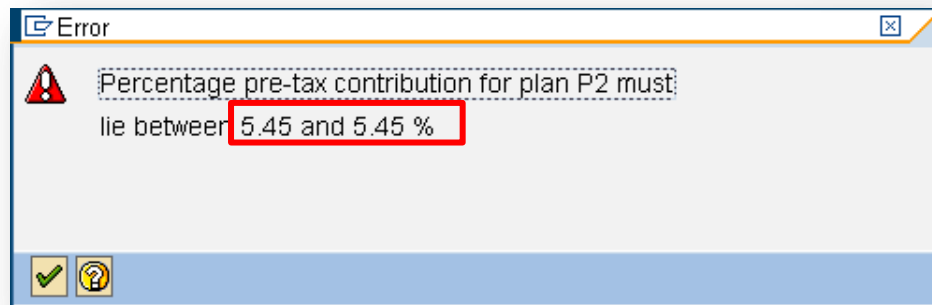
# Percentage Rate

- The Maintain Savings Plan window will appear, enter the plan's rate in the **Percentage** field under the Pre-tax contribution Semi-monthly section
- When finished, click  Accept (**Accept**)

**Hint:** If you are unsure of the correct percentage rate, enter a random number and the system will generate a message with the correct rate!



The screenshot shows the 'Maintain Savings Plan' window. At the top, it displays 'Pers.No. 103 GREEN LISA', 'Plan PERS 2', and 'Start 02/01/2009 - 12/31/9999'. There is a checkbox for 'Stop participation in period'. Below this is a tabbed interface with 'Contribution regular' selected. Under the 'Pre-tax contribution Semi-monthly' tab, there are three input fields: 'Amount' (0.00 USD), 'Percentage' (highlighted with a red box), and 'Units' (0 X 0.00 USD). There is also a checkbox for 'Pre-Tax Rollove'. Below this is another section for 'Post-tax contribution Semi-monthly' with similar input fields and a checkbox for 'Start Pst-Tax I'. At the bottom of the window are 'Accept' and 'Cancel' buttons.



The screenshot shows an 'Error' window with a red warning icon. The message reads: 'Percentage pre-tax contribution for plan P2 must lie between 5.45 and 5.45 %'. The range '5.45 and 5.45 %' is highlighted with a red box. At the bottom of the window are 'OK' and 'Help' buttons.

# Retirement Enrollment

- Once the percentage rate has been entered, you will be taken back to the Enrollment screen where the selected plan is indicated by a **green check**

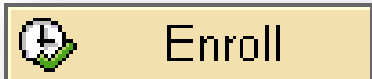

Retirement Enrollment

Enroll Costs Undo selection Error List


Plan	Status	Validity period	Activity
401(a)			
PERS 2		02/01/2009 - 12/31/9999	✓
PERS 3 - Option 0		02/01/2009 - 12/31/9999	
PERS 3 - Rate A - Self		02/01/2009 - 12/31/9999	
PERS 3 - Rate A - WSIB		02/01/2009 - 12/31/9999	
PERS 3 - Rate B - Self		02/01/2009 - 12/31/9999	
PERS 3 - Rate B - WSIB		02/01/2009 - 12/31/9999	
PERS 3 - Rate C - Self		02/01/2009 - 12/31/9999	
PERS 3 - Rate C - WSIB		02/01/2009 - 12/31/9999	
PERS 3 - Rate D - Self		02/01/2009 - 12/31/9999	
PERS 3 - Rate D - WSIB		02/01/2009 - 12/31/9999	
PERS 3 - Rate E - Self		02/01/2009 - 12/31/9999	
PERS 3 - Rate E - WSIB		02/01/2009 - 12/31/9999	
PERS 3 - Rate F - Self		02/01/2009 - 12/31/9999	
PERS 3 - Rate F - WSIB		02/01/2009 - 12/31/9999	

- Click  Enroll

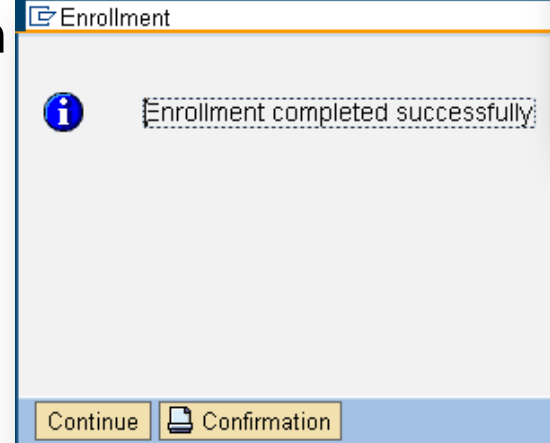
# Confirmation of Enrollment

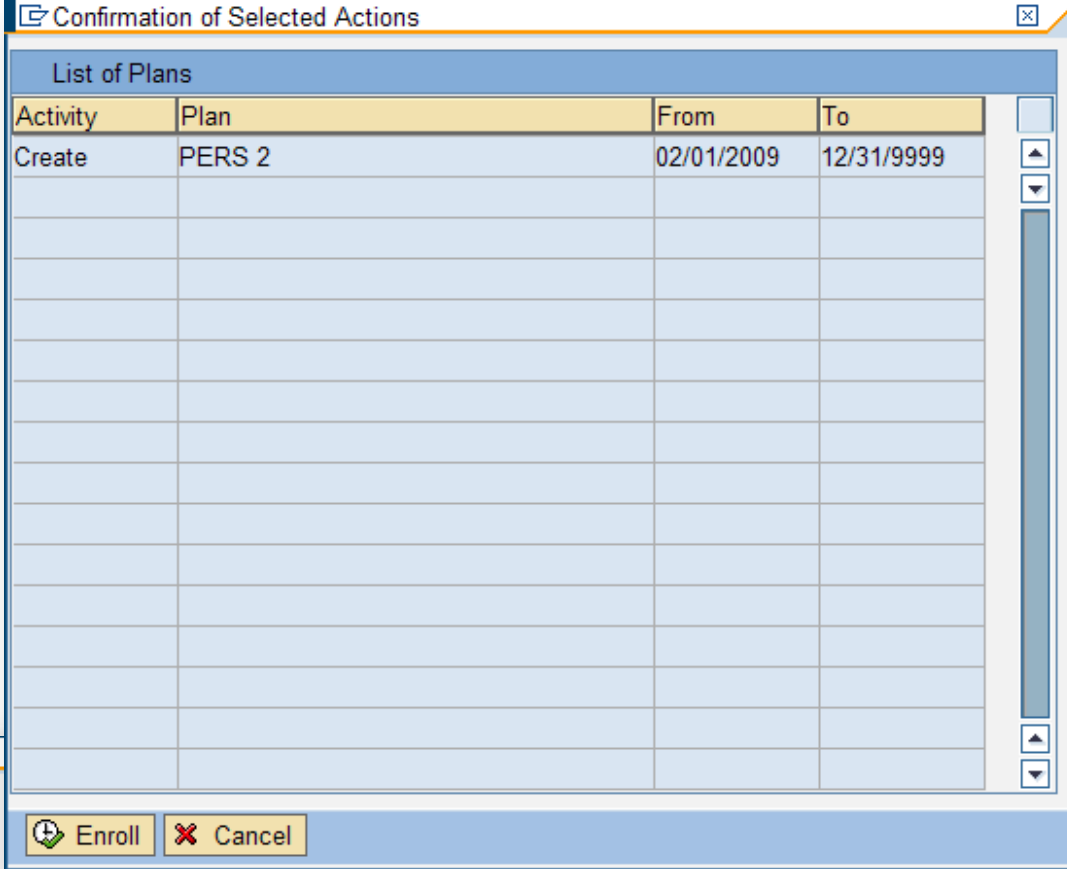
- The Confirmation of Selected Actions window appears with the selected retirement plan
- Click  Enroll
- The Enrollment window will appear, click  **(Continue)** to confirm the completion of enrollment and to return to the Enrollment screen

Confirmation of Selected Actions window appears with the selected enrollment plan

 Enroll



Enrollment window will appear, click **Continue** (Continue) to confirm the completion of enrollment and return to the Enrollment





**Scenario 1 – New Hire**

# Enrollment

- Once the enrollment process has been completed, click  (**Back**) to return *General Benefits Information (0171)*
- Click  (**Close**) on the Possible subsequent activities window to return to the Personnel Action screen

**Possible subsequent activities**

☒ Enrolled on

Terminated on

☐ Automatic Plans

☐ Default Plans



☐ All plans

Add. functions

☐ Plan overview


☐ Enrollment Form

☐ Particip. Monitor





 

**Enrollment**

Enroll

Name  on  

Offer selection

Possible offers	Enrollment period
Retirement Enrollmnt	01/01/1800 - 12/31/9999

Pers.No. Name

103	GREEN LISA
-----	------------

# **HRMS Activity**



**Exercise:**  
**Create Employee**  
**Benefit Information for New Hire (pg 12)**

# Create and Maintain Payroll Master Data

Scenario 1 New Hire

**Scenario 2 Appointment Change**

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

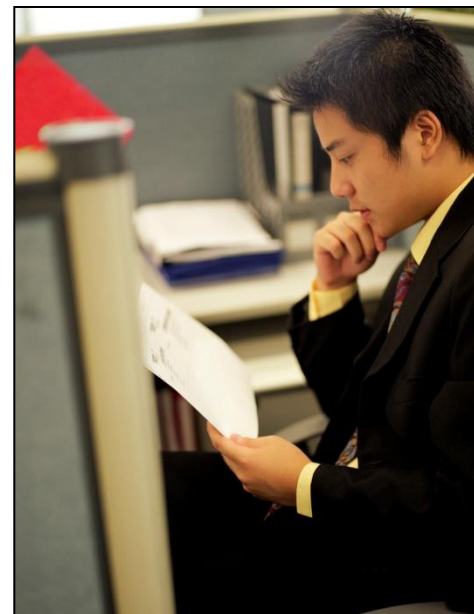
Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover an Overpayment



## Scenario 2 – Appointment Change

- The following situations are considered appointment changes:
  - Promotion
  - Reassignment
  - Reallocations
  - Demotion
  - Transfer
- Appointment changes are processed in real-time, which allows for immediate updates or Effective Dating to be used.
- Updates are made to employee master data in the payroll infotypes.





# Appointment Change

To access the *Personnel Actions* choose one of these methods:

- Method 1: Type the transaction code into the command field

**PA40**

- Method 2: Follow the 'drill down' method by double clicking on:

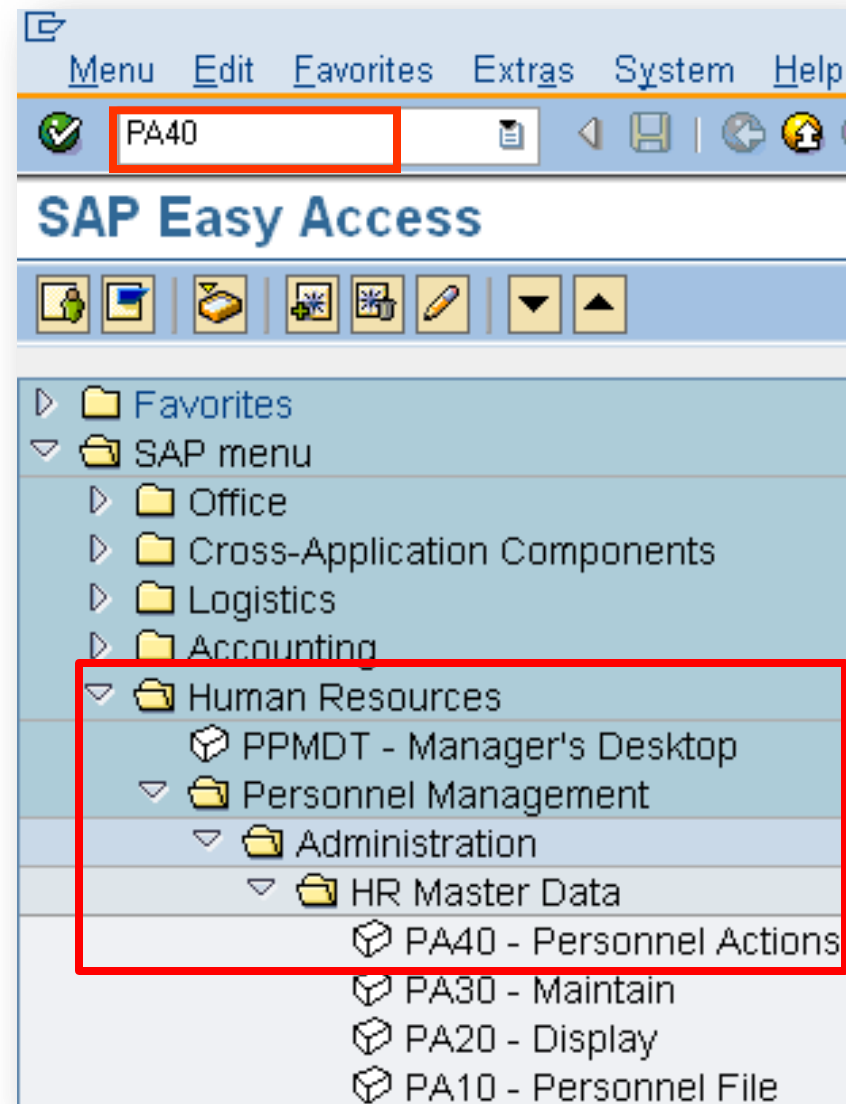
Human Resources →

Personnel Management →

Administration →


HR Master Data →

PA40 - Personnel Actions



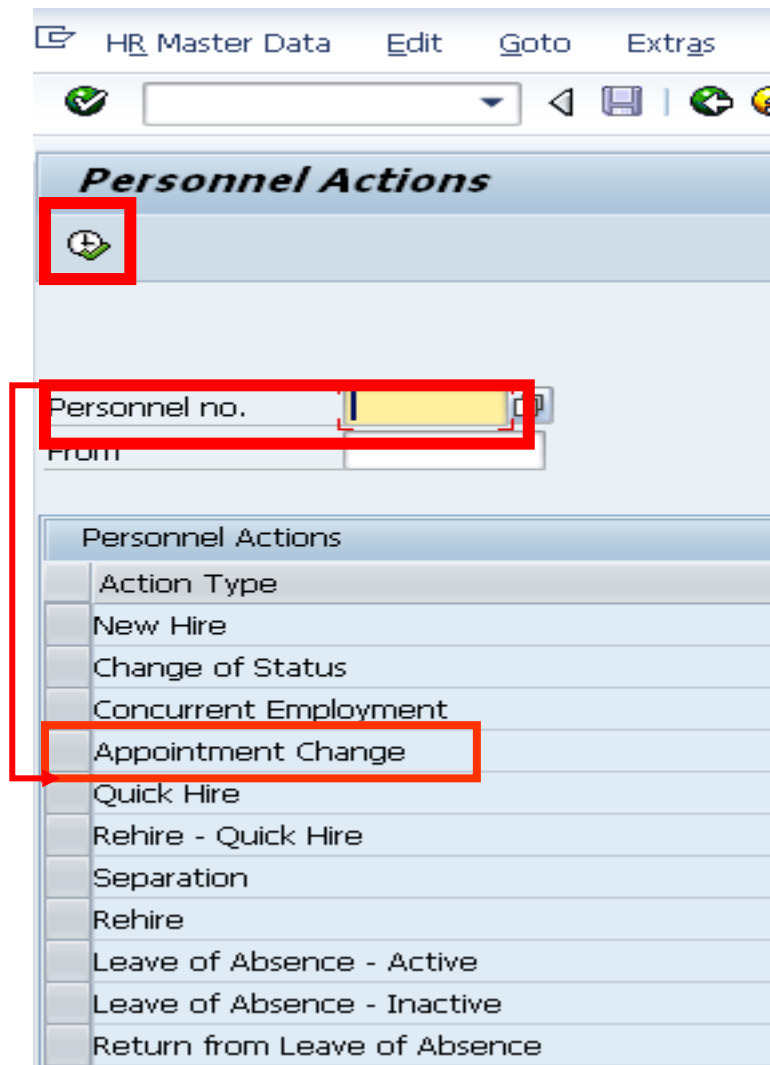
# Appointment Change Action

*Personnel Actions* screen begin processing the appointment change action by:

- Entering the employee's personnel no.
- Skipping the From field
- Click  (**Enter**) to validate


Select a *Appointment Change*

- Click  (**Execute**)



HR Master Data Edit Goto Extras


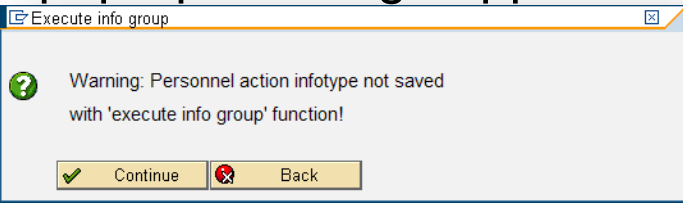
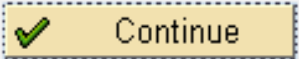
**Personnel Actions**

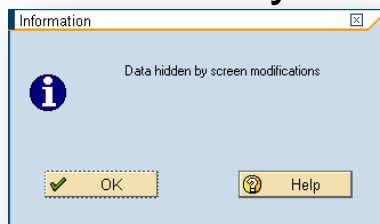
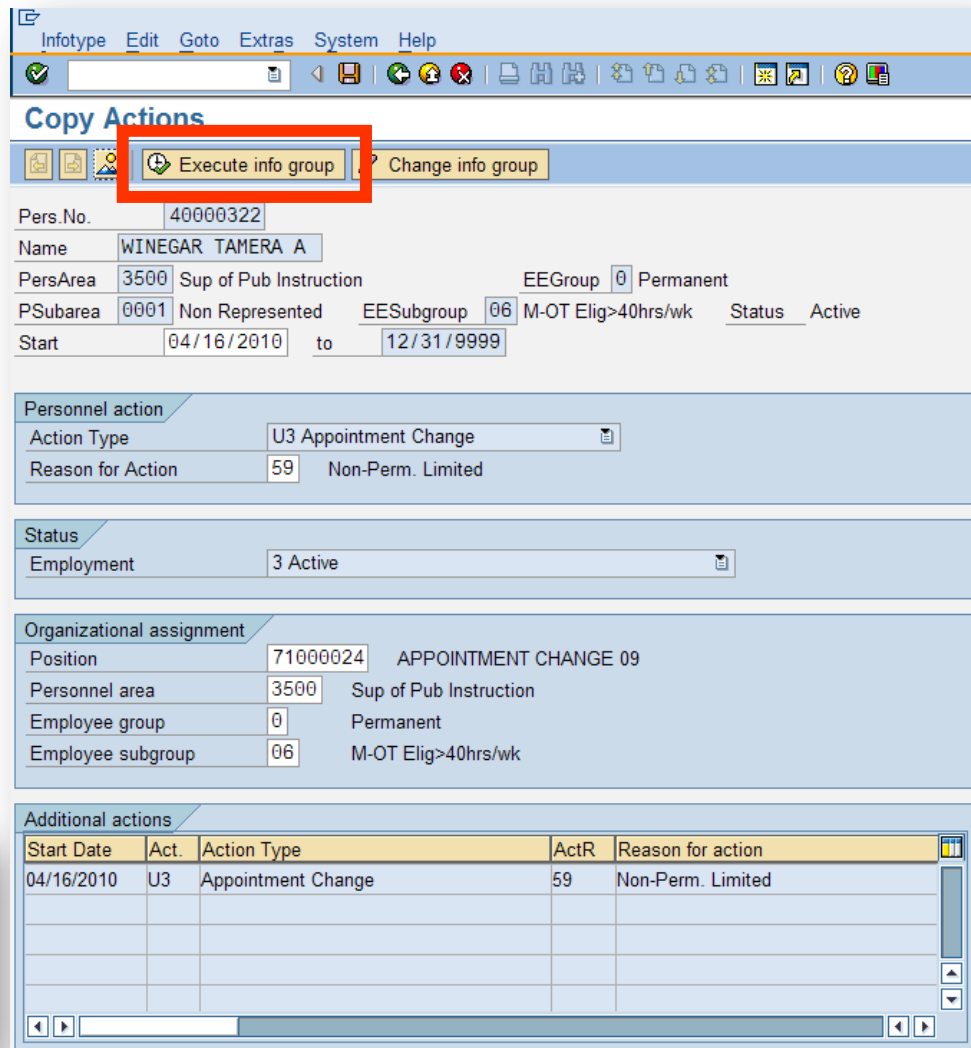
 Personnel no.  From

Personnel Actions

Action Type
New Hire
Change of Status
Concurrent Employment
<b>Appointment Change</b>
Quick Hire
Rehire - Quick Hire
Separation
Rehire
Leave of Absence - Active
Leave of Absence - Inactive
Return from Leave of Absence

# Appointment Change Action

- From *Actions (0000)* click
- Continue by clicking  
 Execute info group
- A pop-up message appears  

- Accept the message by clicking  

- An information window may pop-up stating:

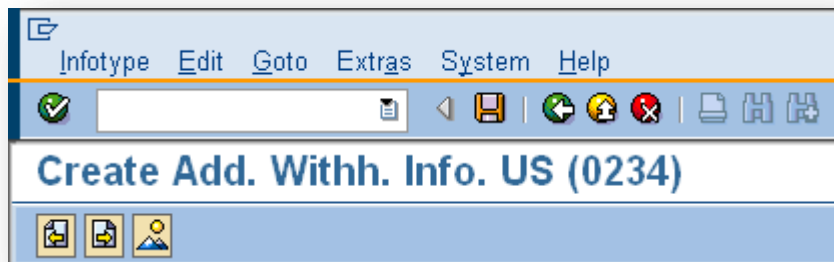
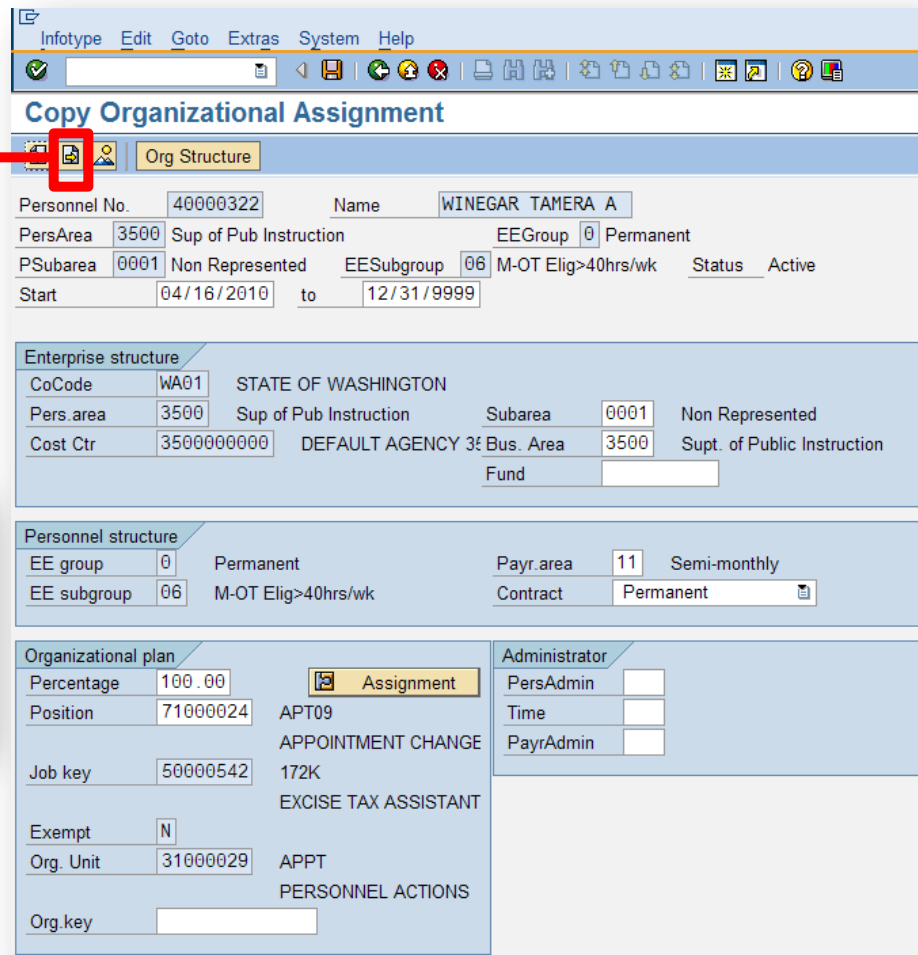



Start Date	Act.	Action Type	ActR	Reason for action
04/16/2010	U3	Appointment Change	59	Non-Perm. Limited



# Appointment Change Action

Click  (Next Record) to advance

to **Additional Withholdings Info. (0234)**

# Appointment Change – Medical Aid

- Enter the effective dates of the Appointment Change
- Select *Empl. Override group* field (stores an employee's medical aid information).
- Click  (**Enter**) to validate
- Click  (**Save**)
  - If the employee is transferring to another agency or a job with a different medical aid rate, update the override group to reflect the new agency or job.
    - The first 4 digits of the override group description should be the same as the Personnel Area (PersArea).

Infotype Edit Goto Extras System Help

Copy Add. Withh. Info. US

Personnel No. 40000322 Name WINEGAR TAMERA A

PersArea 3500 Sup of Pub Instruction EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk

Start 1st Pay Date to 12/31/9999

Overrides

Tax authority FED Federal

Supplemental method Aggregation with Pay Periods Method

Override amount

Override percentage No Tax

Empl.override group 0079 3500-4902-00 Admin & clerical

**Note: Start date will be the first pay date!**

# Appointment Change – Using OLQR

## Step 1.

Open the OLQR and select User Procedures A-Z



Washington State  
Department of Personnel

Contact DOP | About Us | **Topic Index A-Z** | Forms | Publications | Calendar

Home Strategic HR Compensation & Job Classes Training Recruitment Rules Diversity Payroll More DOP Services

Home > Payroll > Human Resource Management System > On-Line Quick Reference [Print Friendly](#)

### On-Line Quick Reference

The On-Line Quick Reference (OLQR) contains instructional materials to help you perform day-to-day tasks in the Human Resource Management System (HRMS).

It is organized by functional areas and roles, job aids, HRMS reports, user procedures, course manuals, and a glossary.

- [Functional Areas and Roles](#)
- [Job Aids](#)
- [HRMS Reports](#)
- [User Procedures](#)

## Step 2.

Scroll down and **click** on the procedure to view it.

**Appointment Change Action – Transfer**

### User Procedures

The User Procedure page contains materials that describe how to perform basic tasks in the Human Resource Management System (HRMS).

These User Procedures define the steps performed under normal scenarios and under system error scenarios.

Below is the User Procedures A-Z. Click a letter to view a topic and navigate the page to get to the appropriate procedure.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

User Procedures (Word)	Transaction Code (pdf)	Date
<a href="#">A</a>		
<a href="#">Addresses</a>	<a href="#">PA30</a>	07/17/06
<a href="#">Addresses - Display Only Information</a>	<a href="#">PA20</a>	11/01/05
<a href="#">Appointment Change Action - Transfer</a>	<a href="#">PA40</a>	08/21/06
<a href="#">Appointment Change Action After In-Training</a>	<a href="#">PA40</a>	04/20/06
<a href="#">Appointment</a>		

## Step 3.

Follow the procedure to complete the action in the system.

Title: Appointment Change Action - Transfer  
Processes:  
Sub-Processes:  
HRMS Training Documents

### Purpose

Use this procedure to process an appointment change for a position in their current agency, sub-agency, or in another agency.

### Trigger

Perform this procedure when an employee is transferred.

### Prerequisites

- The employee must be active in HRMS.
- There must be a position to appoint the employee to.

### Menu Path

Human Resources → Personnel Management → Administrative Personnel Actions

### Transaction Code

PA40

### Helpful Hints

If the employee is transferring to another agency, the gaining agency will perform this and contact the losing agency and inform them of the employee's transfer.

The losing agency will need to enter/change any remaining master data prior to the gaining agency performing the appointment change action.



State of Washington leave to enter or delete in CATS, garnishments, or anything pending master data

# HRMS Activity



**Exercise:**  
**Process an Employee  
Appointment Change (pg 17)**

# Create and Maintain Payroll Master Data

Scenario 1 New Hire

Scenario 2 Appointment Change

**Scenario 3 Employee Separation**

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

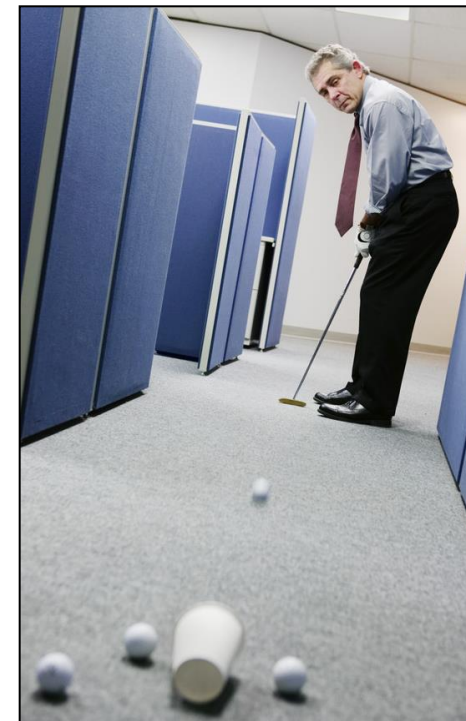
Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant





# Scenario 3 – Employee Separation



- The *Separation Action* records and processes master data for all employees who leave their employment with the state, voluntarily or involuntarily.
  - Retirement, resignation, death, and termination are considered forms of separations.
- During separation, employees are paid for their accrual balances as allowable. When the separation is complete, benefits continue through the end of the month and are terminated following the final deduction.
- Retirement and Deferred Compensation are delimited using *Savings Plan* (0169).

**Important:** Process any final deductions before the separation action is started.

# Scenario 3 – Employee Separation

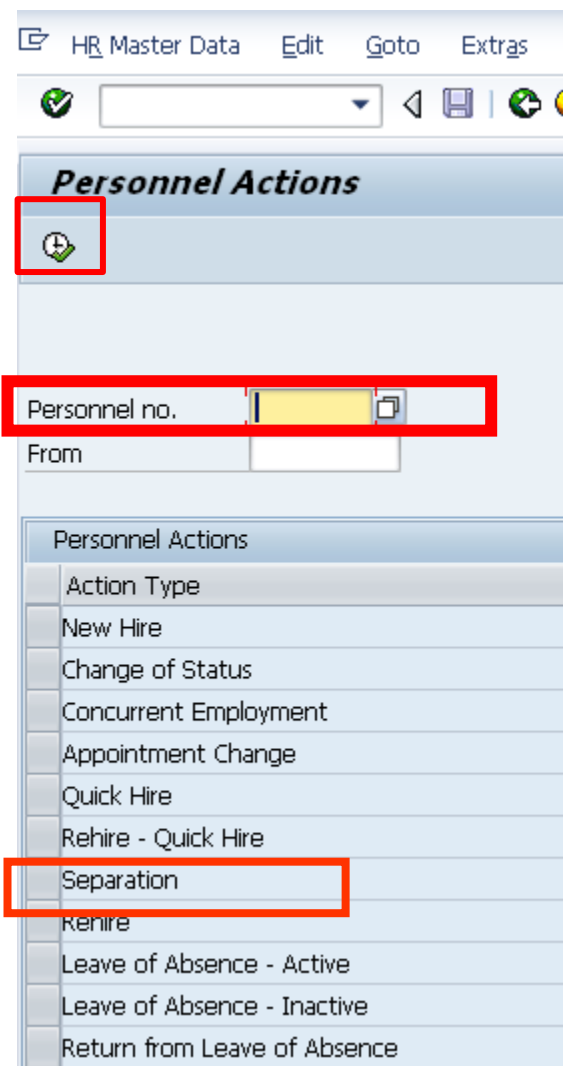
- Before you begin the *Separation Action*, you'll want to verify and correct quota balances.
  - View Absence Quotas (2006)
  - View Quota Corrections (2013)
- Questions to think about:
  - Is the employee entitled to an accrual? (full or partial)
  - Has leave been taken for the pay period?
    - Delete any leave entered that is effective *after* the separation date.

# Employee Separation Action

- Use transaction code PA40
- Enter *Personnel no.*
- Click  (Enter) to validate
- Select the *Separation* Action
- Click  (Execute)

**Do Not enter a From date.**

The Personnel Administration Processor has already began the Separation action.

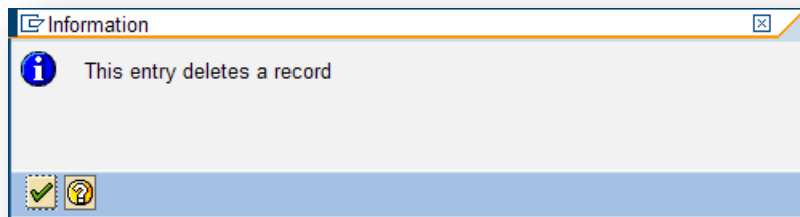


The screenshot shows the SAP HR Master Data transaction PA40. The 'Personnel Actions' menu is open, and the 'Separation' option is highlighted. The 'Personnel no.' field is empty, and the 'From' date field is also empty. The 'Action Type' list includes: New Hire, Change of Status, Concurrent Employment, Appointment Change, Quick Hire, Rehire - Quick Hire, Separation, Rehire, Leave of Absence - Active, Leave of Absence - Inactive, and Return from Leave of Absence.

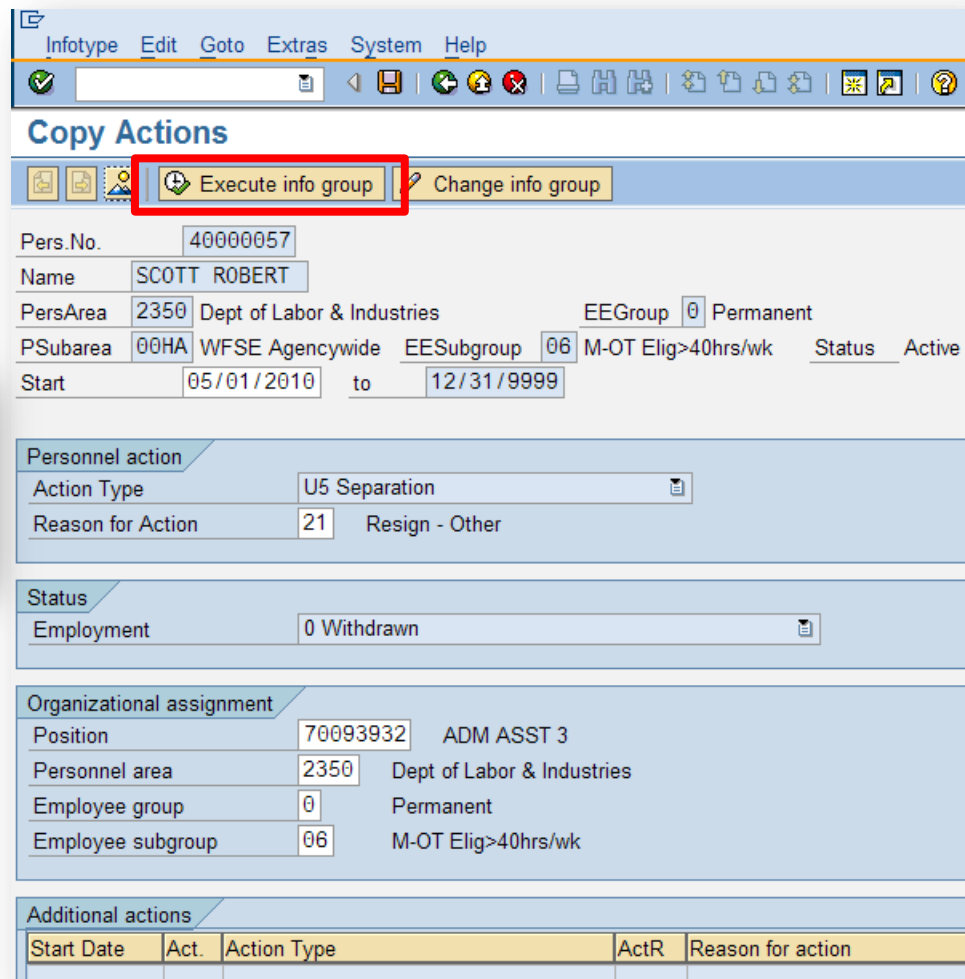
*Scenario 3 – Employee Separation*

# Separation Action

- Click *Execute info group*



- Click [Checkmark] (Continue)
- Click [Checkmark] Continue (Continue) in the Execute info group window.



Infotype Edit Goto Extras System Help

**Copy Actions**

[Execute info group] [Change info group]

Pers.No. 40000057  
 Name SCOTT ROBERT  
 PersArea 2350 Dept of Labor & Industries  
 PSubarea 00HA WFSE Agencywide  
 Start 05/01/2010 to 12/31/9999

EEGroup 0 Permanent  
 EESubgroup 06 M-OT Elig>40hrs/wk  
 Status Active

**Personnel action**

Action Type U5 Separation  
 Reason for Action 21 Resign - Other

**Status**

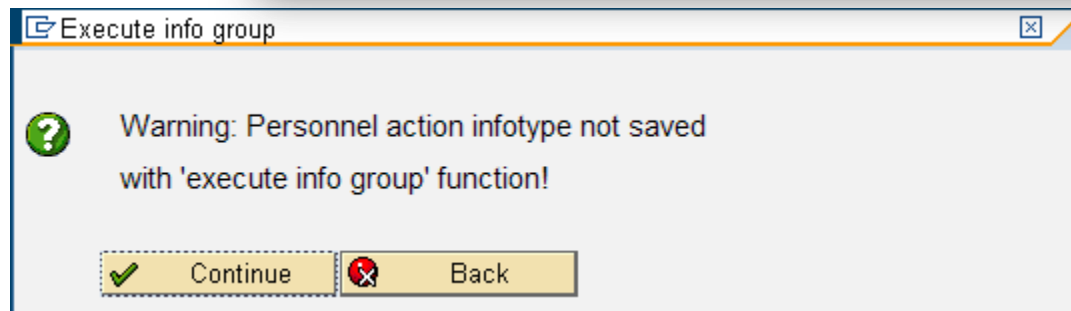
Employment 0 Withdrawn

**Organizational assignment**


Position 70093932 ADM ASST 3  
 Personnel area 2350 Dept of Labor & Industries  
 Employee group 0 Permanent  
 Employee subgroup 06 M-OT Elig>40hrs/wk

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action



# Separation Action - Delimit Recurring Payments/Deductions

- Select all Recurring Payments/Deductions
- Click  (Delimit)

**Note:** Select all records to be delimited.

Infotype Edit Goto Extras System Help

**Delimit Recurring Payments/Deductions**

Personnel No. 40000057 Name SCOTT ROBERT


PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 00HA WFSE Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Withdrawn

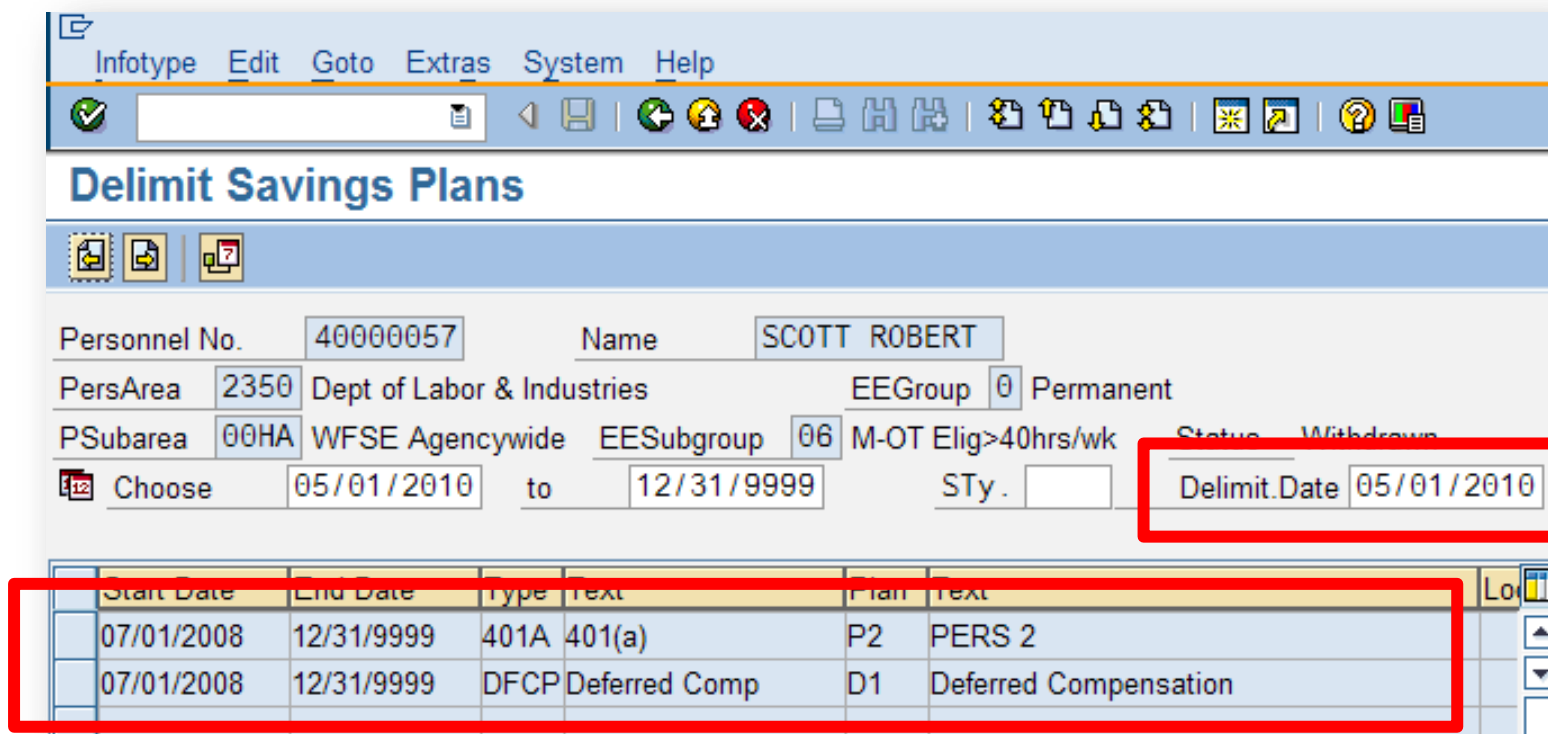
Choose 05/01/2010 to 12/31/9999 STy. Delimit.Date 05/01/2010

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy
2661	Charity	06/01/2006	12/31/9999	A	5.00	USD
2781	COLONIAL LIFE/ACC IN	06/01/2006	12/31/9999	A	63.75	USD
4509	WFSE Member Dues 1.5	06/01/2006	12/31/9999	A	0.00	USD

# Retirement Termination

- Retirement termination is completed during the separation action
- Delimit the plan using the last day of the pay period **plus one day**
- Select the employee's retirement plan
- Click  (Delimit) to delimit the plan

**Note:** Select all records to be delimited.



**Delimit Savings Plans**

Personnel No. 40000057 Name SCOTT ROBERT


PersArea 2350 Dept of Labor & Industries EEGroup 0 Permanent

PSubarea 00HA WFSE Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Withdrawn

Choose 05/01/2010 to 12/31/9999 STy. Delimit.Date 05/01/2010


Start Date	End Date	Type	Text	Plan	Text	Lo
07/01/2008	12/31/9999	401A	401(a)	P2	PERS 2	
07/01/2008	12/31/9999	DFCP	Deferred Comp	D1	Deferred Compensation	

# Time Quota Compensation

- *Time Quota Compensation* (0416) creates a buyout of eligible time associated with employee's absence quotas
- An employee can be paid for more than one type of quota (e.g. annual leave, sick time, etc.)
- The required field is *No. to Compensate*
- Click  **Compensate**

Infotype Edit Goto Extras System Help

**Create Time Quota Compensation**

 **Compensate**

Personnel No. 40000057 Name SCOTT ROBERT

PersArea 2350 Dept of Labor & Industries EESubgroup 00 Permanent

PSubarea 00HA WFSE Agencywide EESubgroup 06 M-OT Elig>40hrs/wk Status Withdrawn

Start 05/01/2010

Comp. method 9004 Annl Leave Buyout -No Ret

**Compensation specifications**

Time quota type 00

Compensation rule 031 Annual Holiday/Vacation

**No. to compensate**

☐ Do not account

**Absence quotas**

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curre...	<input type="checkbox"/>	Deduction fr...	Deduction to	<input type="checkbox"/>	Quota counter
30	Sick Leave	65.80000	Hours	0.00000	65.80000		0.00		<input type="checkbox"/>	06/16/2006	12/31/9999	<input type="checkbox"/>	00000000007045492006
31	Annual Leave/Vacation	86.80000	Hours	0.00000	86.80000		0.00		<input type="checkbox"/>	06/16/2006	12/31/9999	<input type="checkbox"/>	00000000007045502006
42	Personal Holiday - Shift	1.00000	Days	0.00000	1.00000		0.00		<input type="checkbox"/>	06/16/2006	12/31/9999	<input type="checkbox"/>	00000000007045522006

Subtypes for infotype "Time Quota Compensation" (1

**Restrictions**

ESG	PSG...	Comp.m...	Description
2	20	1000	Free compensation
2	20	9001	Sick Leave Buyout - Tax
2	20	9002	Sick Leave Buyout -No Tax
2	20	9003	Annl Leave Buyout-Ret
2	20	9004	Annl Leave Buyout -No Ret
2	20	9005	Sick Leave Buyout-Annual
2	20	9006	Comp Time Buyout
2	20	9007	Sick Leave Buyout - VEBA
2	20	9008	Comp Time Buyout-No Ret
2	20	9999	YTD Sick Lv Taken - Conv

# HRMS Activity



**Exercise:**  
**Process Employee Separation - Retire (pg24)**



# Create and Maintain Payroll Master Data

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

**Scenario 4 Managing Work Schedules**

Scenario 5 View Basic Pay

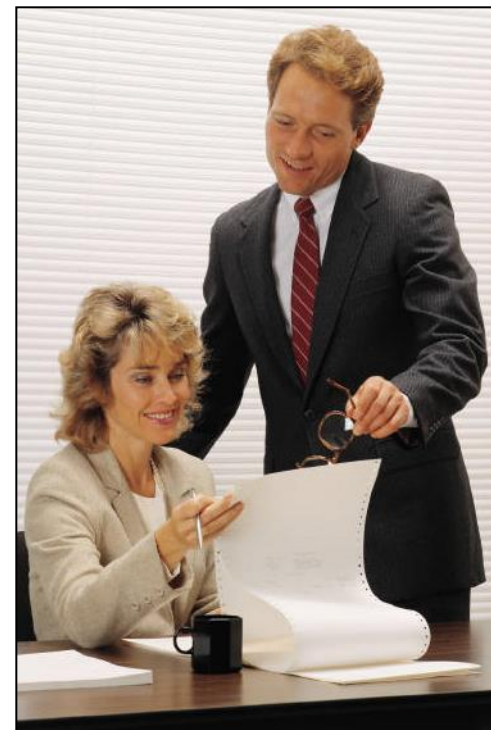
Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

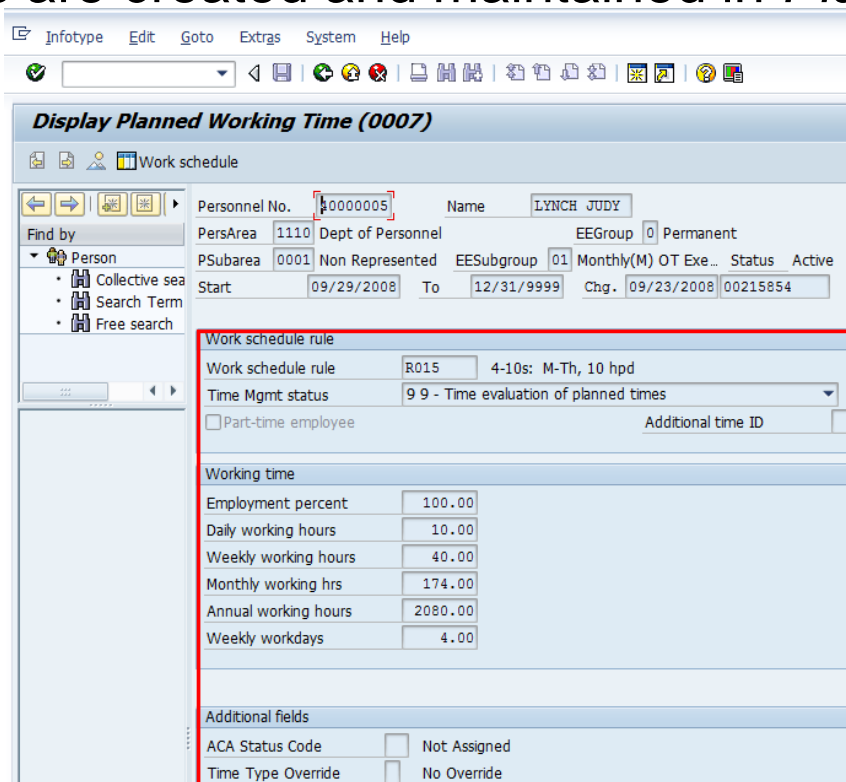
Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant



# Scenario 4 - Managing Work Schedules

- **Work schedules** are created when the Personnel Administrator Processor completes the Hire Action.
- Work schedules can be changed or maintained by both the PA Processor and the Payroll Processor.
- Work schedules are created and maintained in *Planned Working Time* (0007).



**Display Planned Working Time (0007)**

Work schedule

Personnel No. 00000005 Name LYNCH JUDY

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe... Status Active

Start 09/29/2008 To 12/31/9999 Chg. 09/23/2008 00215854

**Work schedule rule**

Work schedule rule R015 4-10s: M-Th, 10 hpd

Time Mgmt status 9 9 - Time evaluation of planned times

☐ Part-time employee Additional time ID ☐

**Working time**

Employment percent	100.00
Daily working hours	10.00
Weekly working hours	40.00
Monthly working hrs	174.00
Annual working hours	2080.00
Weekly workdays	4.00

**Additional fields**

ACA Status Code ☐ Not Assigned

Time Type Override ☐ No Override

# Available Work Schedules

- There are more than 50 work schedules in HRMS.
- Typically, the work schedule is based on a 40-hour week, but HRMS accommodates non-traditional schedules.
  - Rotating work weeks
  - Altered work days (flex schedules)
  - Shortened work weeks

Restrict Value Range (1) 53 Entries found

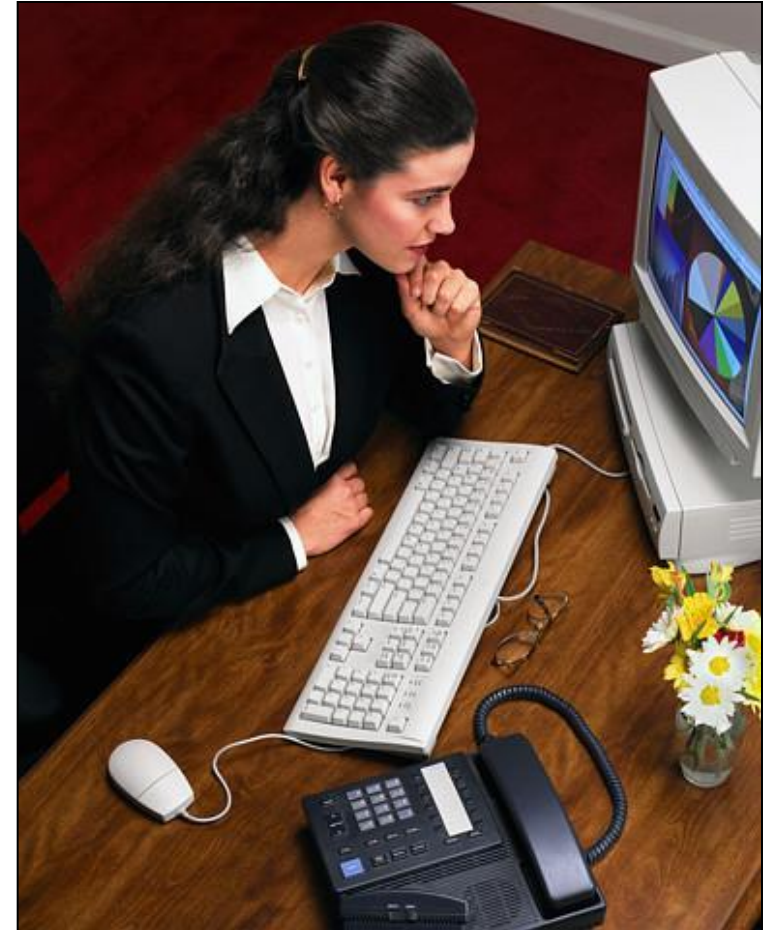
Restrictions

ES grouping: 2  
Holiday Calendar ID: 5C  
PS grouping: 10

WS ru...	Work schedule rule text	PWS	Start Date	End Date
FULL	5-8s: M-F 8 hpd	P001	01/01/1990	12/31/9999
R003	5-8s: T-St, 8 hpd	P003	01/01/1990	12/31/9999
R005	5-8s: W-Sn, 8 hpd	P005	01/01/1990	12/31/9999
R007	5-8s: Th-M, 8 hpd	P007	01/01/1990	12/31/9999
R009	5-8s: F-T, 8 hpd	P009	01/01/1990	12/31/9999
R011	5-8s: St-W, 8 hpd	P011	01/01/1990	12/31/9999
R013	5-8s: Sn-Th, 8 hpd	P013	01/01/1990	12/31/9999
R015	4-10s: M-Th, 10 hpd	P015	01/01/1990	12/31/9999
R017	4-10s: T-F, 10 hpd	P017	01/01/1990	12/31/9999
R019	4-10s: W-St, 10 hpd	P019	01/01/1990	12/31/9999
R021	4-10s: Th-Sn, 10 hpd	P021	01/01/1990	12/31/9999
R023	4-10s: F-M, 10 hpd	P023	01/01/1990	12/31/9999
R025	4-10s: St-T, 10 hpd	P025	01/01/1990	12/31/9999
R027	4-10s: Sn-W, 10 hpd	P027	01/01/1990	12/31/9999
R030	24/7: M-Sn, 24 hpd	P029	01/01/1990	12/31/9999
R031	4-9s/4: M-Th 9, F 4	P031	01/01/1990	12/31/9999

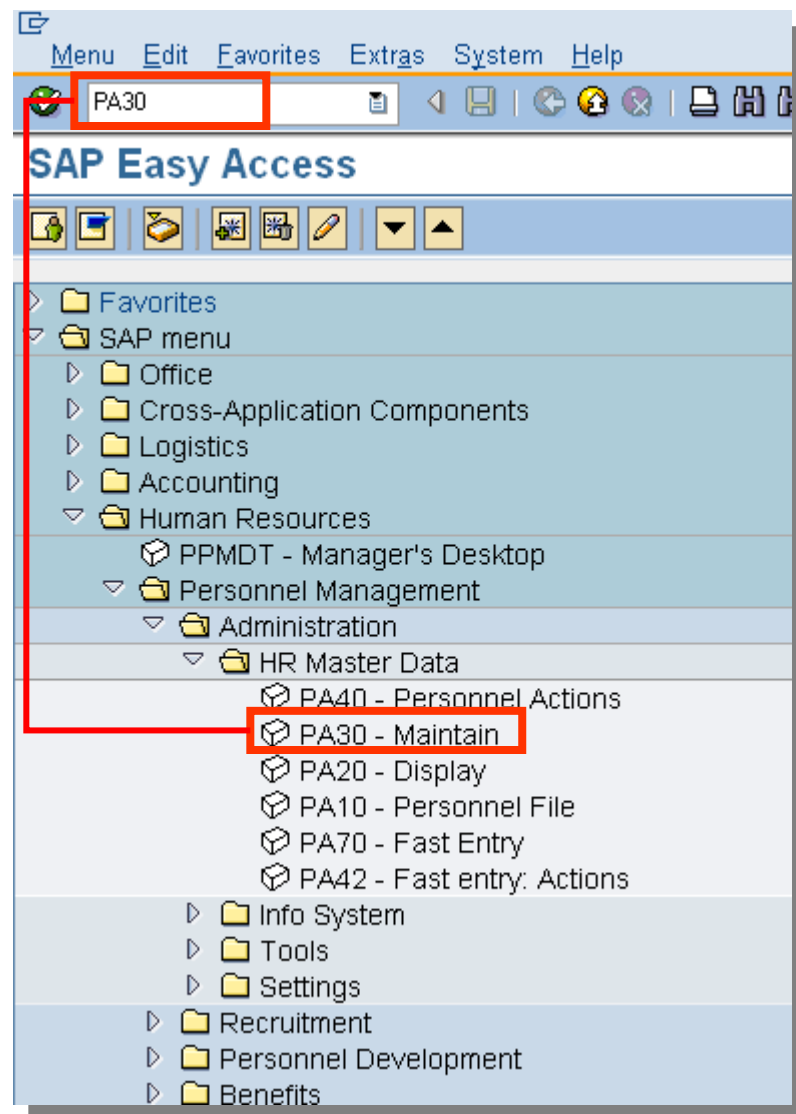
# Change Work Schedule

- Short or long-term changes can be made to the work schedule after it has been established.
- The Time and Attendance Processor makes short-term changes to an employee's work schedule using a work schedule substitution.
- Long-term work schedule changes are done by the Personnel Administrator Processor or the Payroll Processor using *Planned Working Time* (0007).





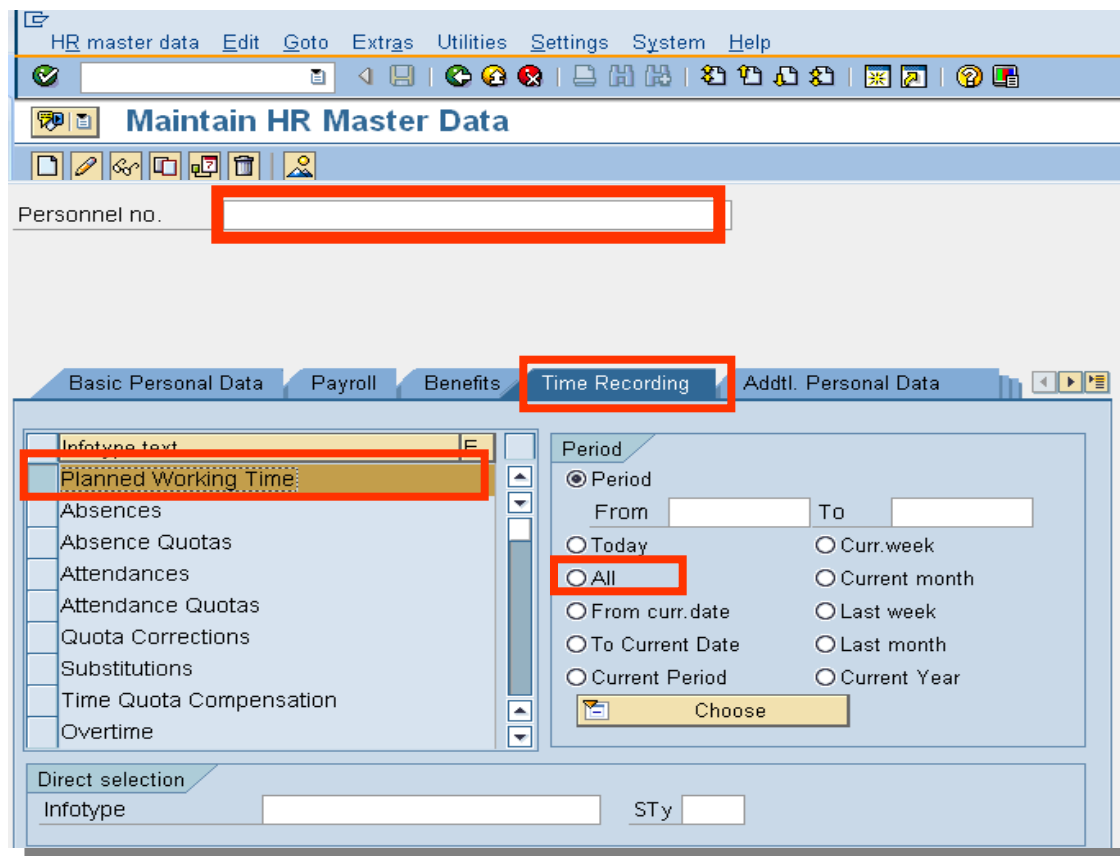
# Long-Term Work Schedule Change

- To complete a long-term work schedule change, follow menu path:
  - Human Resources → Personnel Management → Administration → HR Master Data → Maintain
- You can also access the transaction using the transaction code **PA30** (Maintain Master HR Data).



# Long-Term Work Schedule Change

- Enter the employee's *Personnel no.*
- Click  (**Enter**) to validate
- Select *Planned Working Time* (0007) on the *Time Recording* tab
- Select *All* in the *Period* field
- Click  (Overview)



The screenshot shows the 'Maintain HR Master Data' window. The 'Personnel no.' field is empty and highlighted with a red box. The 'Time Recording' tab is selected and highlighted with a red box. In the left pane, 'Planned Working Time' is selected and highlighted with a red box. In the right pane, under the 'Period' section, the 'All' radio button is selected and highlighted with a red box. Other options include 'Today', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is also visible.

# Long-Term Work Schedule Change

Infotype Edit Goto Extras System Help

List Planned Working Time


Personnel No. 40000352 Name CULLENS ISAAC

PersArea 4650 Parks/Recreation Comm EEGroup 0 Permanent

PSubarea 0002 WMS EESubgroup 01 Monthly(M) OT Exempt Status Active



Choose 01/01/1800 12/31/9999

Start Date	End Date	WS rule	T Empl.	Mon hrs	Wk hrs	Hrs/Da	Wkd...	PL	AI
03/01/2006	12/31/9999	FULL	9	100.00	174.00	40.00	8.00	5.00	00
01/01/2005	02/26/2006	FULL	9	100.00	174.00	40.00	8.00	5.00	00











- Select the record you want to change from the overview list
- Click  (Copy) to copy and continue





# Long-Term Work Schedule Change

- Overwrite the Start Date with the new effective date
- Overwrite the Work Schedule Rule with the new work schedule
- Click  (Enter) to validate    ■ Click  (Save) to save

Infotype   Edit   Goto   Extras   System   Help

**Copy Planned Working Time (0007)**

  Work schedule

Personnel No. 40000352   Name CULLENS ISAAC

PersArea 4650 Parks/Recreation Comm   EEGroup 0 Permanent

PSubarea 0002 WMS   EESubgroup 01 Monthly(M) OT Exe...   Status Active

Start 03/01/2006   To 12/31/9999

Work schedule rule

Work schedule rule FULL   5-8s: M-F 8 hpd

Time Mgmt status 9 9 - Time evaluation of planned times

☐ Part-time employee   Additional time ID 00

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	174.00
Annual working hours	2080.00
Weekly workdays	5.00

Additional fields

ACA Status Code ☐ Not Assigned

Time Type Override ☐ No Override



# Create and Maintain Payroll Master Data

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

**Scenario 5 View Basic Pay**

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment



Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

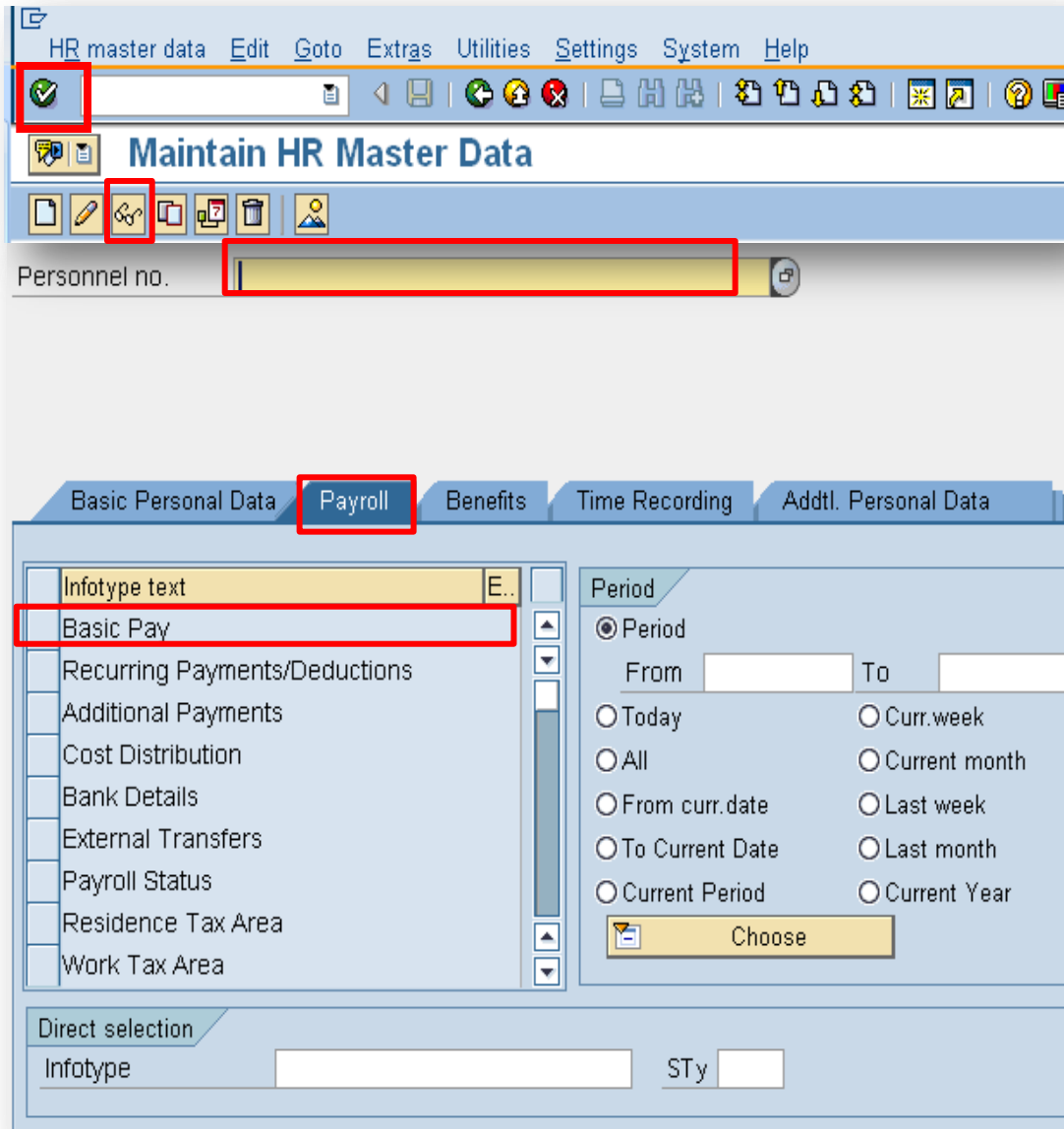
Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant



# Scenario 5 - Viewing Basic Pay

- Use Transaction Code **PA20 Display HR Master Data**
- Enter the *Personnel no.*
- Click  (**Enter**) to validate
- Click the *Payroll* tab
- Select *Basic Pay* (0008)
- Click Display 



The screenshot shows the 'Maintain HR Master Data' window. The 'Payroll' tab is selected. In the left pane, 'Basic Pay' is highlighted. The right pane shows the 'Period' section with various options. The 'Direct selection' section at the bottom has fields for 'Infotype' and 'STy'.

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. [ ]

Basic Personal Data **Payroll** Benefits Time Recording Addtl. Personal Data

Infotype text E..

Basic Pay

Recurring Payments/Deductions

Additional Payments

Cost Distribution

Bank Details

External Transfers

Payroll Status

Residence Tax Area

Work Tax Area

Period

☒ Period

From [ ] To [ ]

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype [ ] STy [ ]

Scenario 5 – View Basic Pay

# Scenario 5 - Viewing Basic Pay (con't)

- Click on *Salary Amount* to display an employees;

- Annual salary
- Salary monthly
- Semi-monthly salary
- Weekly wage
- Hourly wage

- View the body of the screen for other information;

- Pay Scale Group and Level
- Next Increase
- Annual Salary

**Salary per Period (in USD)**

Annual salary	58,656.00
Salary/monthly	4,888.00
Semi-monthly salary	2,444.00
Salary/every 14 days	2,256.00
Wage/weekly	1,128.00
Salary/hourly	28.09

**Display Basic Pay (0006)**

Personnel No. 40000005  
 PersArea 1110 Dept of Pers  
 PSubarea 0001 Non Represent  
 Start 03/01/2008

Subtype 0 Basic contract

**Pay scale**

Reason	01	Periodic Increment	Capacity Util. Level	100.00
PS type	00	Non-Represented	Work hours/period	87.00 Semi-monthly
PS Area	01	Standard Progression	Next increase	02/16/2009
PS group	58	Level H	Annual salary	58,656.00

Wage...	Wage Type Long Text	O. Amount	Curr...	I...	A...	Number/Unit	Unit
1003	Pay Period Salary	2,444.00	USD	I	✓	0.00	

IV 04/05/2009 12/31/9999 2,444.00 USD

# Scenario 5 - Viewing Basic Pay (con't)

- In the lower body of the screen note;

# Wage type

Field Value is 1001	1001 defaults if the employee is hourly
Field Value is 1003	1003 defaults if the employee is paid monthly

Other wage types are exist.

WT	Wage Type Long Text	Start Date	End Date
1003	Pay Period Salary	01/01/1900	12/31/9999
1007	Assignment Pay by Range	01/01/1900	12/31/9999
1008	GrpC Loc AssignPy by Rng	01/01/1900	12/31/9999
1014	Assignment Pay 10% all	01/01/1900	12/31/9999
1016	Assignment Pay \$5 SM all	01/01/1900	12/31/9999
1044	Shift Difference-all agys	01/01/1900	12/31/9999
1046	Salaried Var Assign Pay	01/01/1900	12/31/9999

Infotype Edit Goto Wage types Extras System

Display Basic Pay (0008)

Salary amount Payments and de

Personnel No. 40000005 Name

PersArea 1110 Dept of Personnel

PSubarea 0001 Non Represented EESubgro

Start 03/01/2008 to 12/31/

Subtype 0 Basic contract

Pay scale

Reason 01 Periodic Increment

PS type 00 Non-Represented

PS Area 01 Standard Progression

PS group 58 Level H

Wage Type	Wage Type Long Text
1003	Pay Period Salary

# Scenario 5 - Viewing Basic Pay (con't)

- View the body of the screen for Next increase and Ind. val.;

Capacity Util. Level	100.00
Work hours/period	87.00 Semi-month
Next increase	02/16/2009
Annual salary	58,65

O..	Amount	Curr...	I...	A...	Number/Ur
	2,444.00	USD	I	<input checked="" type="checkbox"/>	0.00

Ind. val. (Indirect Valuation)	
Field Value of "I"	Indirectly valued employees eligible for a Periodic Increment increase or a Longevity increase will either automatically receive their increase based on the logic tables or upon reaching the override date in the <b>Next Increase</b> field
Field Value is blank	Employee is Directly valued and the agency is responsible for maintaining this infotype when the employee is due a pay increase. If the employee is Directly valued but using the standard progression pay scale area, the agency <b>must</b> input an override date of 12/31/9999 in the Next Increase field to prevent the PID automation from changing the Pay Scale Group Level

# Scenario 5 - Viewing Basic Pay (con't)

- Click on *Payments and deductions* to view current deductions;

Infotype Edit Goto Wage types Extras System Help

Display Basic Pay (0008)

Salary amount Payments and deductions

The deductions are also displayed on *Recurring Payments/Deductions Infotype (0014)*

List Edit Goto System Help

Payments and Deductions

Reporting period: 03/01/2008 to 12/31/9999

PerNo	Name	Activity	PT	PA	PS	Group	PL
Infotyp	Subtyp		Ob	Start Date	End Date		
Reas.							
W. type	Amount	Curr	D	Number	Unit		
40000005	LYNCH JUDY	IT SPEC 3	00	01	58		
0008	Basic Pay	0	Basic contract	03/01/2008			
01	Periodic Increment						
1003	Pay Period Salary	2,396.00	USD	0.00			
****	Total	2,396.00	USD	0.00			
0008	Basic Pay	0	Basic contract	09/01/2007			
01	Periodic Increment						
1003	Pay Period Salary	2,444.00	USD	0.00			
****	Total	2,444.00	USD	0.00			
0014	Recurring Payments/Deductions	2661		03/01/2008			
2661	Charity	12.50	USD	A	0.00		

Infotype Edit Goto Extras System Help

Overview Recurring Payments/Deductions (0014)

Personnel No. 40000005 Name LYNCH JUDY

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exem... Status Active

Choose 01/01/1800 to 12/31/9999 STy.

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy
2661	Charity	12/16/2007	04/15/2008	A	12.50	USD

# **HRMS Activity**



**Exercise:**  
**View Employee Basic Pay (pg 28)**

# Create and Maintain Payroll Master Data

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

**Scenario 6 Cost Distribution Change**

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant





## Scenario 6 - Cost Distribution Change

- Use *Cost Distribution* (0027) to override the cost associated with an employee's assigned position.
  - Use when an employee is paid by a set of cost distribution attributes other than the one that is assigned to their position, complete *Cost Distribution* (0027).
  - Fields to complete:
    - Start/To
    - *Distrib.* (Distribution)
    - *CoCd* (Company Code)
    - *Cost ctr* (Cost Center)
    - *Fund Pct.* (Percent)
    - *Functional Area*
    - *Cost Object*
    - *AFRS Project*
    - *AFRS Allocation*
- 
- The screenshot shows the 'Create Cost Distribution (0027)' form. The 'Distrib.' checkbox is checked. The 'Cost distribution' table is empty.

- Click  (Enter)
- Click  (Save)

[illegible]

# Cost Distribution Fields

HRMS Field Name	SOW Accounting Object	Code Calculation	Format	Example (DOP)
Cost Center	Organizational Index	Three character business area + <b>AFRS Org. Index</b> + 000	AA <b>XXXX</b> 000	111H110000
Fund	Appropriation Index & Fund	Three character business area + <b>AFRS Appropriation Index</b> + <b>AFRS Fund</b> + 0	AA <b>XXXXXX</b> 0	1114199020
Functional Area	Program Index	Three character business area + <b>AFRS Program Index</b> + 00000000	AA <b>XXXXXX</b> 00000000	1110990000000000
Cost Object	Master Index	Three character business area + <b>AFRS Master Index</b> + 0	AA <b>XXXXXXXX</b> 0	111000130000
AFRS Project	Project, Sub Project & Phase	Three character business area + <b>AFRS project</b> + <b>AFRS subproject</b> + <b>AFRS Project Phase</b>	AA <b>XXXXXXXX</b>	11191010000
AFRS Allocation	Allocation	Three character business area + <b>AFRS Allocation Code</b>	AA <b>XXXX</b>	1110000

## Legend:

**A** – Agency/Business area (3 characters)

**X** – **AFRS Org Index**

**0** – Filler characters, usually 0

# Create and Maintain Payroll Master Data

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

**Scenario 7 Hourly Rate Per Assignment**

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant



# Scenario 7 - Hourly Rate per Assignment 95

Use *Hourly Rate per Assignment* (0554) if an employee is eligible to work a position other than the one recorded on the *Organizational Assignment* (0001) infotype.

- This Infotype is required if recording hours worked at different rates of pay.
- Create this infotype so that hours can be entered into CATS.
- Fields to complete:
  - *Assignment*
  - *Position*
  - *Valuation Basis (hourly rate)*

Click  (Enter)

Click  (Save)

OLQR User Procedure: Hourly Rate Per Assignment to complete this task.

# Create and Maintain Payroll Master Data

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

**Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)**

Scenario 9 Cancel a Warrant/ACH

Scenario 10 Recover a Manual Warrant



# Bank Details for Warrant or Bank Transfer (ACH)

- If an employee elects to have their pay deposited through Bank Details for Warrant or Bank Transfer (ACH), the bank information is entered on the *Bank Details (0009)* infotype.
- The prenotification process is a centralized transaction that runs in a nightly batch.

Infotype Edit Goto Extras System Help

**Copy Bank Details (0009)**

Personnel No. 40000078 Name PUNCH RALPH

PersArea 4650 Parks/Recreation Comm EEGroup 0 Permanent


PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exe... Status Active

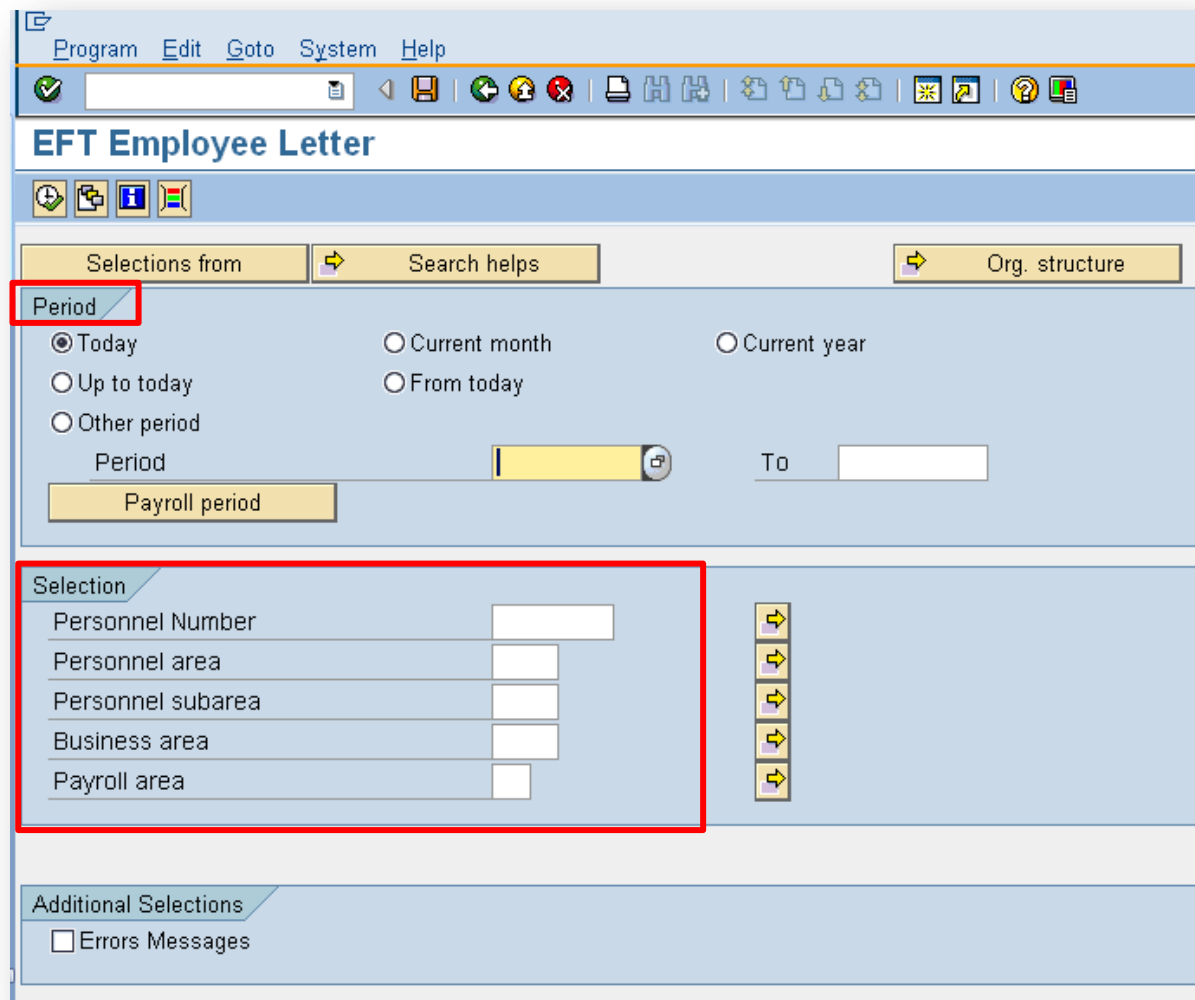
Start 04/16/2009 to 12/31/9999

**Bank details**

Bank details type	Main bank
Payee	James Doe 40000078
Postal Code/City	
Bank Country	USA
Bank Key	325181028 WASHINGTON STATE EMPL CU
Bank Account	325497879 Bank control key 01
Payment method	D Bank transfer (ACH)
Purpose	EE requested change to new account.
Payment currency	USD

# Bank Details for Warrant or Bank Transfer (ACH)

- Once an employee's bank details have been entered or changed, an ACH letter can be run.
- Agencies run their own ACH letters and distribute them for employees to confirm the correct information has been entered.
- Transaction code: ZHR\_RPTPY713
- Fields to complete:
  - Period
  - Selection
  - Additional Selections
- Click  (Execute)



Program Edit Goto System Help

**EFT Employee Letter**

Selections from Search helps Org. structure

**Period**

☒ Today
 ☐ Current month
 ☐ Current year

☐ Up to today
 ☐ From today

☐ Other period

Period  To

Payroll period

**Selection**

Personnel Number	<input type="text"/>
Personnel area	<input type="text"/>
Personnel subarea	<input type="text"/>
Business area	<input type="text"/>
Payroll area	<input type="text"/>

Additional Selections

☐ Errors Messages

# Bank Details for Warrant or Bank Transfer (ACH) Letter

- After the report is executed, a print dialogue box displays.
- You can either print the letter or preview how it will print.

Print:

OutputDevice: LOCL Front-end printer Sapgui

Frontend Printer: \\doppoly002\DOP2-01

Page selection:

**Spool Request**

Name: SMART LOCL PATTYP

Title:

Authorization:

**Spool Control**

☒ Print immediately

☐ Delete After Output

☐ New Spool Request

☐ Close Spool Request

Spool retention pd: 8 Day(s)

Storage Mode: Print only

**Number of Copies**

Number: 1

☐ Group (1-1-1,2-2-2,3-3-3,...)

**Cover Page Settings**

SAP cover page: Do Not Print

Recipient:

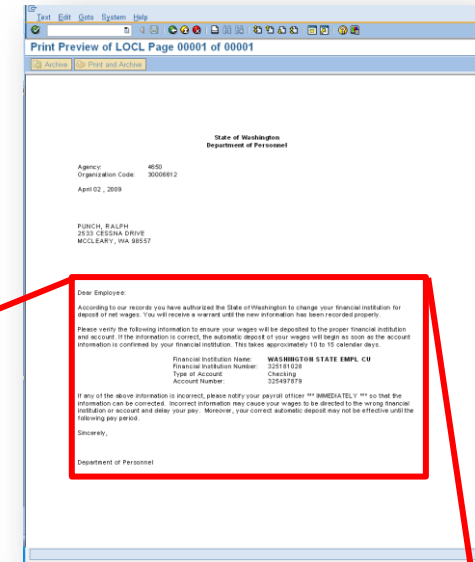
Department:

Print Print preview X



# Bank Details for Warrant or Bank Transfer (ACH) Letter

- Once you have previewed the letter, print it to your local printer.
- Then the letter is sent to employees to confirm the accuracy of the bank details entered in HRMS.



Dear Employee:

According to our records you have authorized the State of Washington to automatically deposit your net wages. You will receive a warrant until the new information has been recorded properly.

Please verify the following information to ensure your wages will be deposited to the proper financial institution and account. If the information is correct, the automatic deposit of your wages will begin as soon as the account information is confirmed by your financial institution. This takes approximately 10 to 15 calendar days.

Financial Institution Name:	KEY BANK
Financial Institution Number:	041200775
Type of Account:	Checking or PAY CARD*
Account Number:	68577358215

\*Note for employees using PAY CARD: Pay cards are coded as a Checking account in the payroll system for the purposes of automatic deposit of net wages. Your net pay will be directed to your pay card as requested.

If any of the above information is incorrect, please notify your payroll officer \*\*\* IMMEDIATELY \*\*\* so that the information can be corrected. Incorrect information may cause your wages to be directed to the wrong financial institution or account and delay your pay. Moreover, your correct automatic deposit may not be effective until the following pay period.

If you have any questions, please contact your payroll officer.

# HRMS Activity



**Exercise:**  
**Create Bank Details for Direct Deposit (pg 32)**

# Create and Maintain Payroll Master Data

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

**Scenario 9 Cancel a Warrant/ACH**

Scenario 10 Recover a Manual Warrant



# New Terms

Term	Description
Off Cycle Reversal	Event that occurs when a warrant or direct deposit is cancelled because of an error.
Off Cycle Workbench	An HRMS component used to <b>process</b> off-cycle reversals for warrants and ACH files.

# Warrant/ACH Cancellation Process

Off-cycle reversals are payroll process events in which employee warrants or ACH payments are cancelled because of errors or discrepancies.

- Warrants are the actual 'physical' checks that are distributed to each employee on pay day.

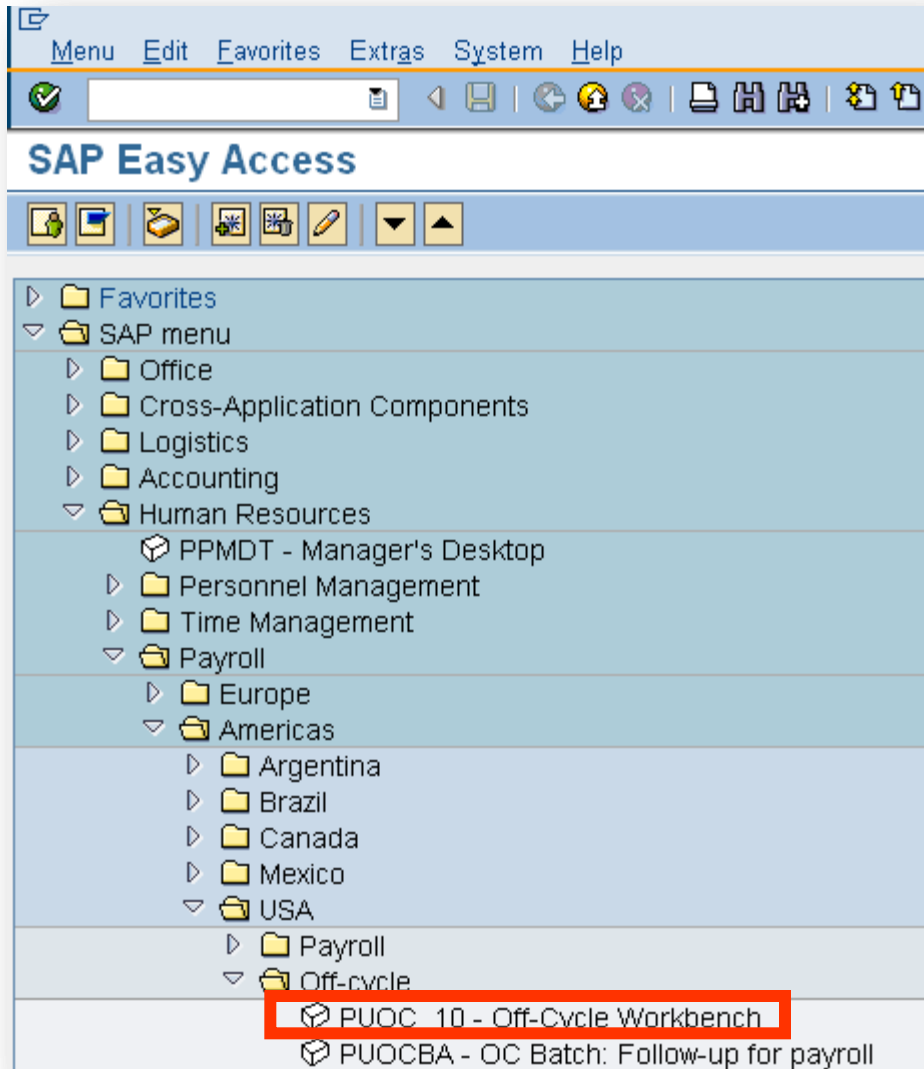
A two step process is necessary to cancel a ACH:

1. Contact the DES Service Center to process the ACH return through OST. This creates a negative ACH transaction but does not guarantee the money will be returned.
2. Process the reversal through the HRMS Off-cycle workbench and cancel / reverse the payments.

# Off-cycle Workbench

- The off-cycle workbench is an HRMS component used to process off-cycle reversals for warrants and ACH files.
- The types of payment processing using the off-cycle payroll workbench include the following:
  - Warrant / ACH cancellations
- The off-cycle workbench is not used to replace lost or misplaced warrants.

# Cancel a Warrant/ACH



There are **two ways** to access the off-cycle workbench transaction within HRMS at the *SAP Easy Access* screen:

- Menu path
  - Human Resources →
  - Payroll →
  - Americas →
  - USA →
  - Off-cycle →
  - PUOC\_10 - Off-Cycle Workbench
- Command field
  - Enter transaction code: **PUOC\_10**

# Cancel a Warrant/ACH

Off-cycle Edit Goto System Help

Off-Cycle Workbench

Personnel Number 40000220 WISNESKI URSZULA

History Payroll Replace payment **Reverse payment** Assign check number

Payroll history - Reverse

Payment date	Re...	Re...	Inf...	PM	Payment number	Reason
02/10/2009			F	D		
12/10/2008			F	D		
10/24/2008			F	D		
10/10/2008			F	D		
09/25/2008			F	D		
09/10/2008			F	D		
08/25/2008			F	D		

Reversal reason

**Reverse**

Ripped during printing  
 Printed incorrectly  
 Destroyed/unusable  
 Stolen  
 Incorrect lot inserted  
 Reversed check payment  
 Check voided after printing  
 11

- The *Off-Cycle Workbench* screen appears.
- Enter the *Personnel Number*.
- Click on the **Reverse payment** tab (the screen to the left appears).
- Click the grey box to the left of the warrant you want to cancel.
- Enter a *Reversal reason*.
- Click **Reverse**.
- Accept the error. The warrant is now cancelled.



# **HRMS Activity**



**Exercise:  
Cancel a Warrant (Statement) (pg 36)**

# Create and Maintain Payroll Master Data

Scenario 1 New Hire

Scenario 2 Appointment Change

Scenario 3 Employee Separation

Scenario 4 Managing Work Schedules

Scenario 5 View Basic Pay

Scenario 6 Cost Distribution Change

Scenario 7 Hourly Rate Per Assignment

Scenario 8 Bank Details for Warrant or Bank Transfer (ACH)

Scenario 9 Cancel a Warrant/ACH

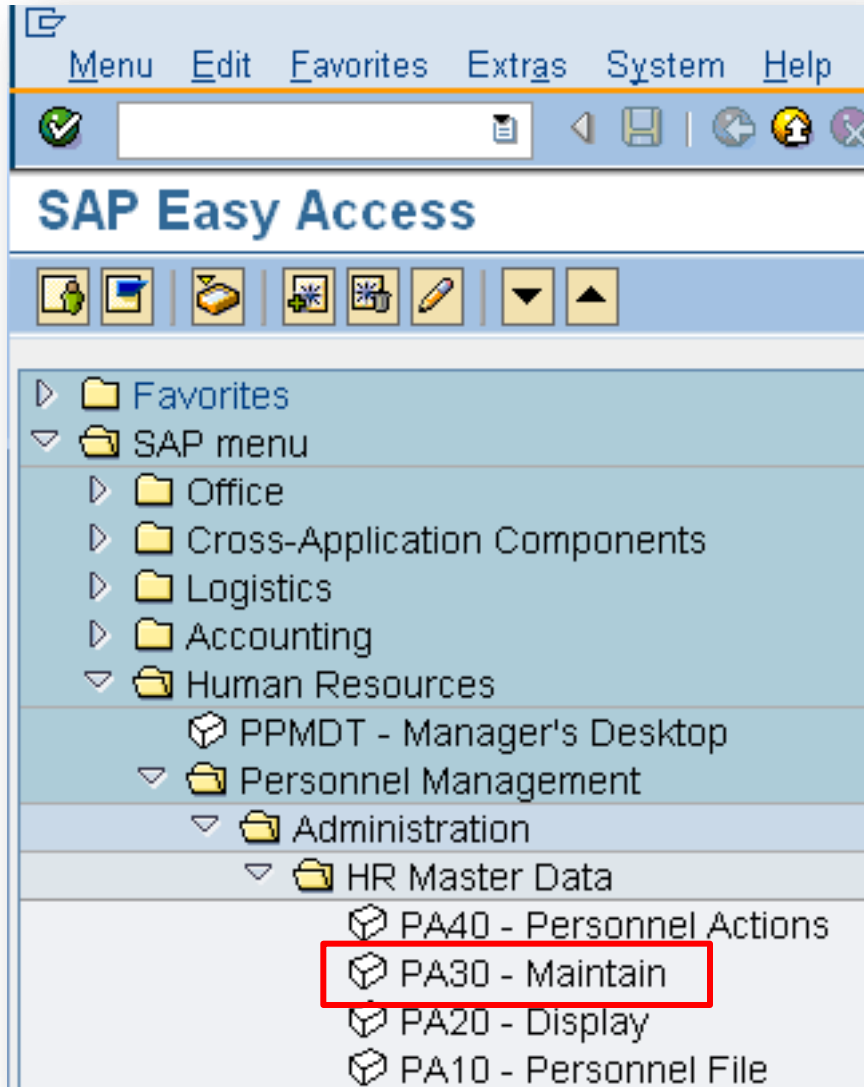
**Scenario 10 Recover An Overpayment**



# Scenario 10: Recover an Overpayment

- The Payroll Processor corrects the overpayment by running a retroactive payroll, which reprocesses the previous pay period, calculates the overpayment, and prepares to recover it in the next payroll.
- The agency identifies the amount of money that is scheduled to be taken away.
- Since money can not be withheld from an employee's check without his/her approval, the agency creates a positive balancing adjustment that matches the overpayment amount to ensure nothing will be withheld from the employee's check until repayment arrangements can be made.
- Finally, the agency creates a recurring deduction to recover the overpayment over a period of time agreed to by the employee.

# Scenario 10: Recover an Overpayment



- To recover an overpayment access the maintain master data transaction within HRMS from the *SAP Easy Access* screen:
  - Menu path: SAP Menu → Human Resources → Personnel Management → Administration → HR Master Data → Maintain
  - or
  - Command field
    - Enter transaction code: **PA30**
    - Click **Enter**.

# Scenario 10: Recover an Overpayment

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. **40000220**

Name WISNESKI URSZULA

PersArea 5400 Employment Security Dept EEGroup 01

PSubarea 0002 WMS EESubgroup 01 Monthly(M) OT

Basic Personal Data Payroll Benefits Time Recording

Infotype text E..

Basic Pay ✓

Recurring Payments/Deductions ✓

**Additional Payments**

Cost Distribution ✓


Period

☒ Period




From

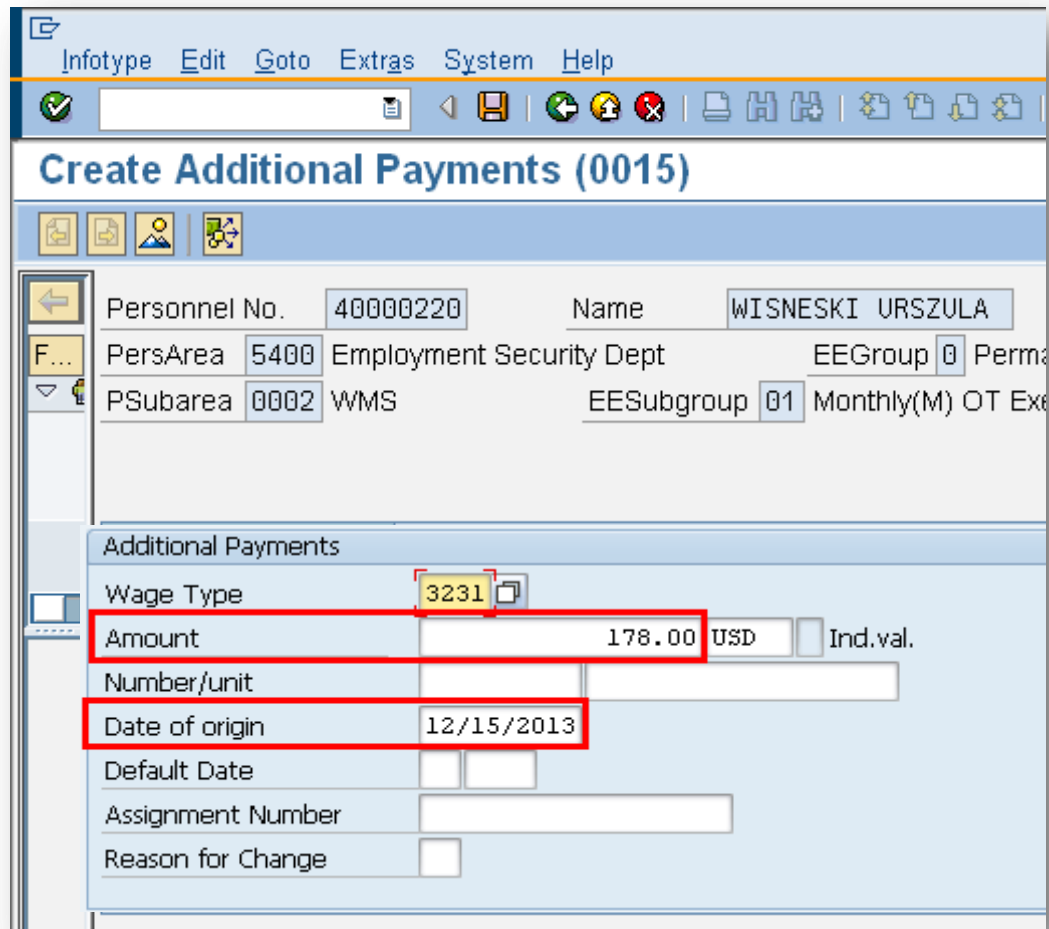
☐ Today

☐ All

- The Payroll Processor uses the *Maintain Master Data* screen to access ***Additional Payments (0015)*** to recover an overpayment.
- Enter the *Personnel no.* for the employee.
- Click to the left of the ***Additional Payments*** on the ***Payroll*** tab.
- Click  (**Create**)

# Scenario 10: Recover an Overpayment

- In the **Wage type** field, click (Matchcode) to open the selection list.
- Select *Wage Type 3231 Gross Adjustment*.
- Click  (**Enter**) to validate
- Enter the *Date of origin*
- Enter the *Amount*.
- Enter the *Reason for Change* (optional)
- Click  (**Enter**)
- Click  (**Save**).



**Create Additional Payments (0015)**

Personnel No. 40000220 Name WISNESKI URSZULA

PersArea 5400 Employment Security Dept EEGroup 0 Perma

PSubarea 0002 WMS EESubgroup 01 Monthly(M) OT Exe

**Additional Payments**

Wage Type 3231

Amount 178.00 USD Ind.val.

Number/unit

Date of origin 12/15/2013

Default Date

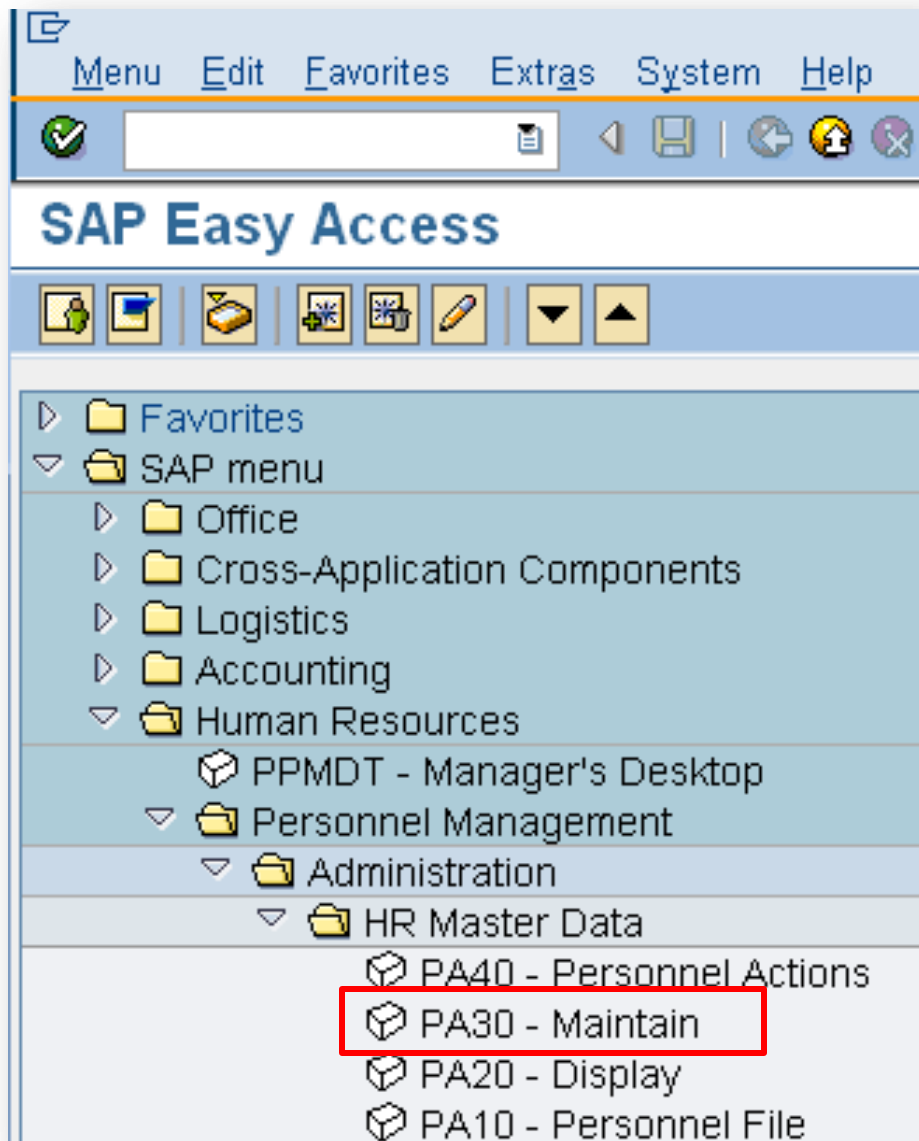
Assignment Number

Reason for Change

# Scenario 10: Recover an Overpayment

- Run a payroll simulation to verify that no money will be withheld from the employee's next check.
  - See detailed instructions on the OLQR under HRMS Reports: Payroll Simulation (PC00\_M10\_CALC\_SIMU)
- Once the payroll simulation has been run, the next step is to set up a payment plan to recover the overpayment.

# Scenario 10: Recover an Overpayment



To set up the payment plan access the maintain master data transaction within HRMS from the *SAP Easy Access* screen:

- Menu path: SAP Menu → Human Resources → Personnel Management → Administration → HR Master Data → Maintain
- or
- Command field
  - Enter transaction code: **PA30**
  - Click **Enter**.



# Scenario 10: Recover an Overpayment

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. 40000005

Name LYNCH JUDY

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exem... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E...

Basic Pay ✓

**Recurring Payments/Deductions ✓**

Additional Payments

Cost Distribution

Bank Details ✓

External Transfers

Payroll Status ✓

Residence Tax Area ✓

Work Tax Area

Period

☐ Period

From 01/01/1800 To 12/31/9999

☐ Today ☐ Curr.week

☒ All ☐ Current month

☐ From curr.date ☐ Last week


☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose




Direct selection

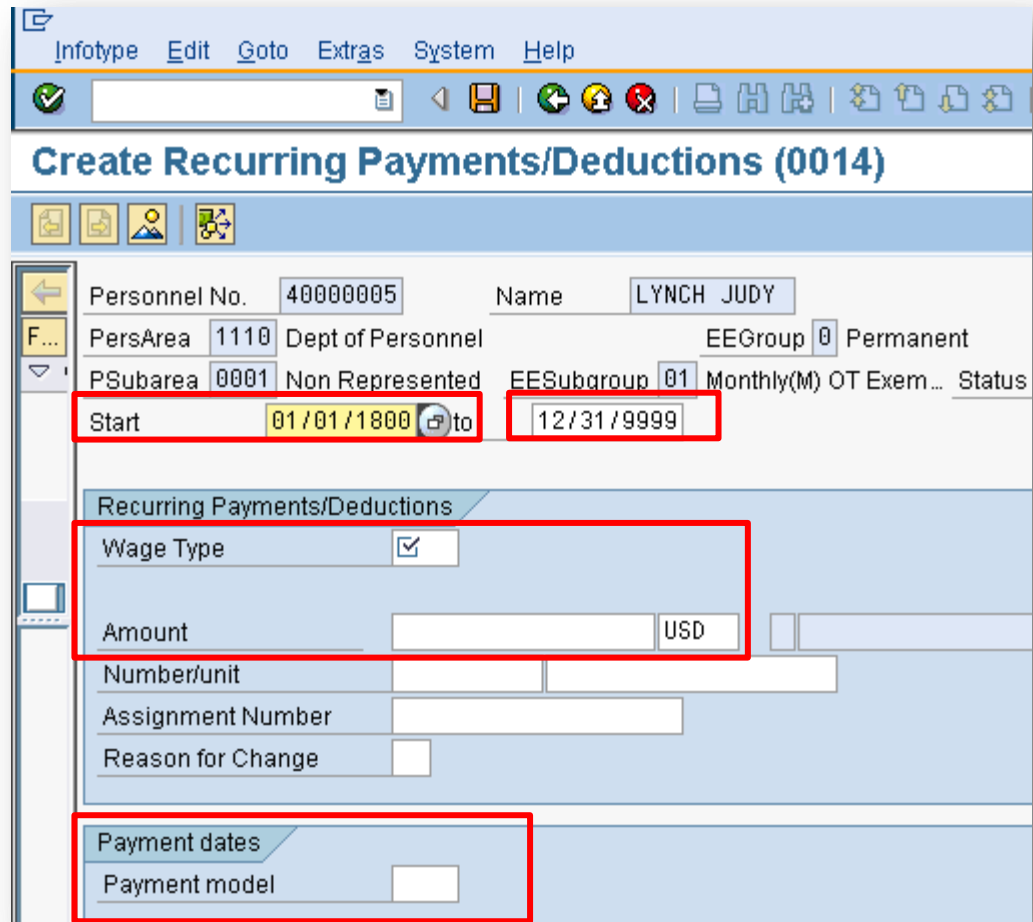
Infotype Recurring Payments/Deductio... STy

- Enter the *Personnel no.* for the employee.
- Click to the left of the *Recurring Payments/Deductions* on the *Payroll* tab.
- Click  **(Create)**

# Scenario 10: Recover an Overpayment

Complete the following fields:



- Start Date
- End Date\*
- Wage type (**3223 RepayPlan deduction**)
- Dollar Amount
- Click  (**Enter**) to accept the overpayment amount
- Select the appropriate payment model
- Click  (**Enter**)
- Click  (**Save**).

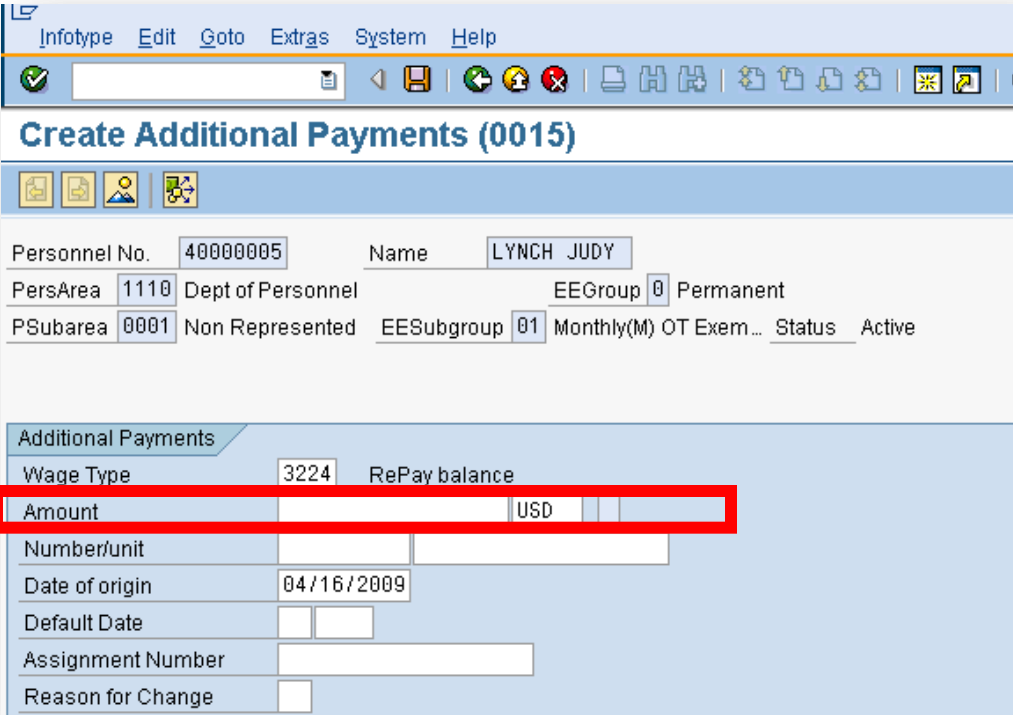


The screenshot shows the 'Create Recurring Payments/Deductions (0014)' form. The form is for Personnel No. 40000005, Name LYNCH JUDY. It shows fields for PersArea (1110), Dept of Personnel, EESubgroup (01), and Start/End dates (01/01/1800 to 12/31/9999). The 'Recurring Payments/Deductions' section includes Wage Type (checked), Amount, USD, Number/unit, Assignment Number, and Reason for Change. The 'Payment dates' section includes Payment model.

\* An end date is required when using WT 3223

# Scenario 10: Recover an Overpayment

- Wage type 3223 has a **dynamic action** attached to it.
  - When the wage type 3223 is saved, an *Additional Payment* infotype (0015) record is created with a wage type **3224** (Repay balance).
- To complete the process enter the **total** amount of the overpayment.
- Click  (Enter)
- Click  (Save)



Infotype Edit Goto Extras System Help

**Create Additional Payments (0015)**

Personnel No. 400000005 Name LYNCH JUDY

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 01 Monthly(M) OT Exem... Status Active

**Additional Payments**

Wage Type 3224 RePay balance

**Amount** USD

Number/unit

Date of origin 04/16/2009

Default Date

Assignment Number

Reason for Change

# **Section 3**

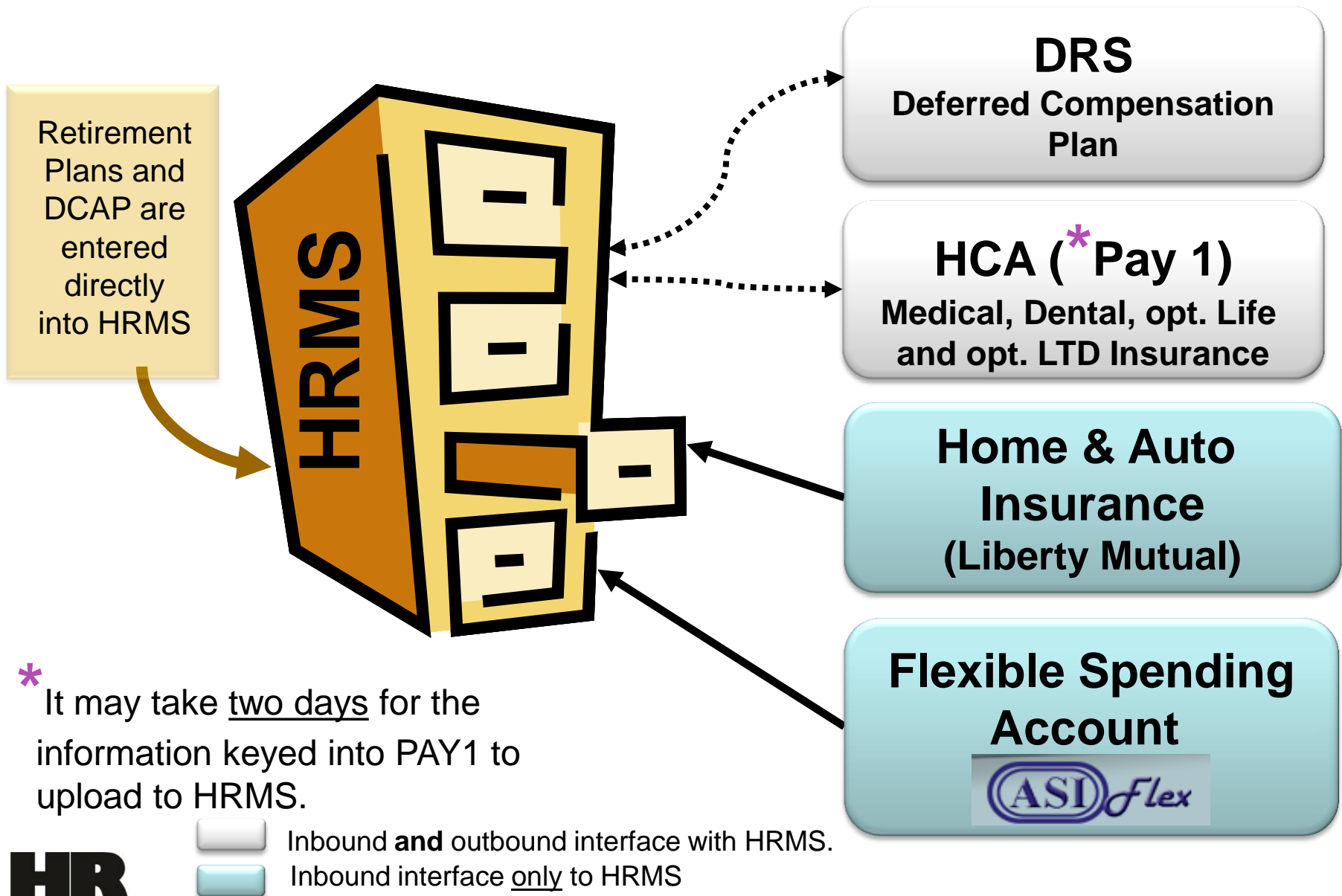
## **Health Care Benefits Overview**

# HRMS Benefits Overview

Upon completion of this short section, you will be able to:

- Identify how benefits data interfaces between systems
- Access health plans

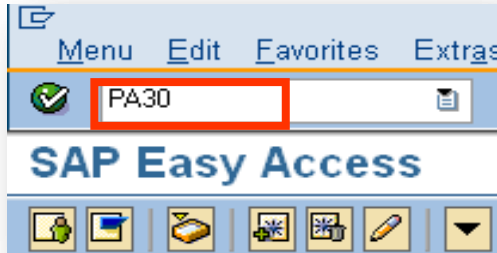
# Benefits Overview





# Optional Benefit Plans Overview

- Optional plans are maintained in HRMS or through the GAP interfaces
  - Dependent Care Assistance Program
    - Deductions are created and stored in the employee's *Recurring Payments/Deductions* (0014)
  - Deferred Compensation
    - Stored in *Savings Plan* (0169)
  - Life Insurance, Long Term Disability and Home & Auto Insurance
    - Stored in *Miscellaneous Plans* (0377)
  - Flexible Spending Account
    - Stored in *Additional Payments* (0015)

# Access *Health Plans* (0167)



- Enter the Personnel no. and click  (**Enter**) to validate
- Click the **Benefits** tab
- Click the gray box to the left of the *Health Plans* (0167) to select
- In the Period section, click “All”
- Click  (**Overview**) for an overview of all actions associated with *Health Plans* (0167)

HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. 40000220

Name WISNESKI URSZULA

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 0002 WMS EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data Payroll **Benefits** Time Recording Addtl. Personal Data

Infotype text E..

Health Plans ☒

Savings Plans ☒

Miscellaneous Plans ☒

General Benefits Information ☒

Period

☐ Period

From To

☐ Today ☐ Curr.week

☒ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Choose

Direct selection

Infotype STy

**Note: The Dental and/or Medical plan should already be set-up in Health Plans (0167).**



# **Section 4 – Deductions**

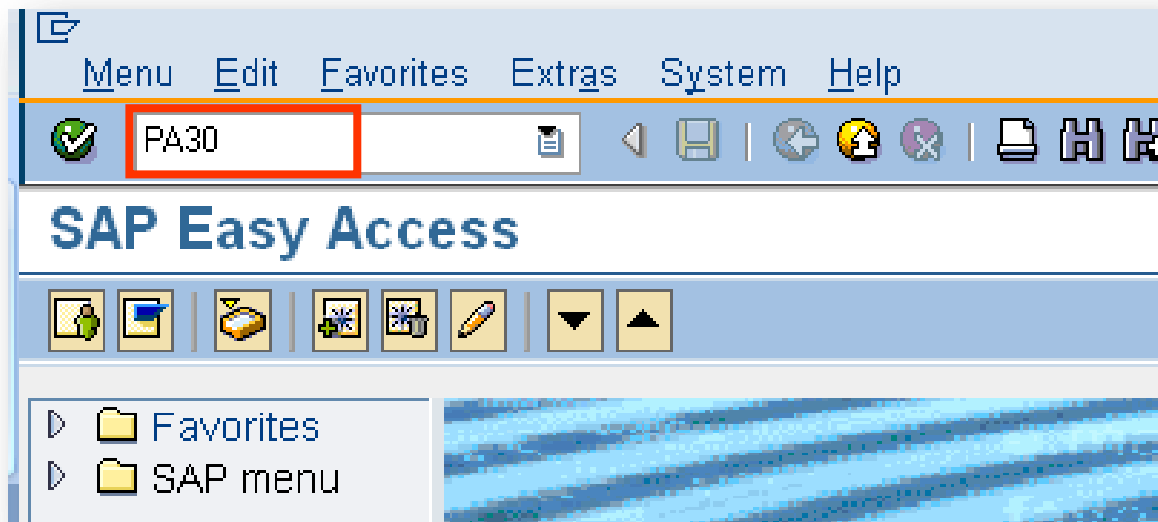
# Deductions Overview

In this section you will be able to:




- Distinguish the differences between automatic and manual deductions
- View the infotypes associated with deduction types
- See how to create:
  - A recurring payment/deduction
  - A one-time payment/deduction
  - Employee tax exemptions
- Delimit different types of deductions

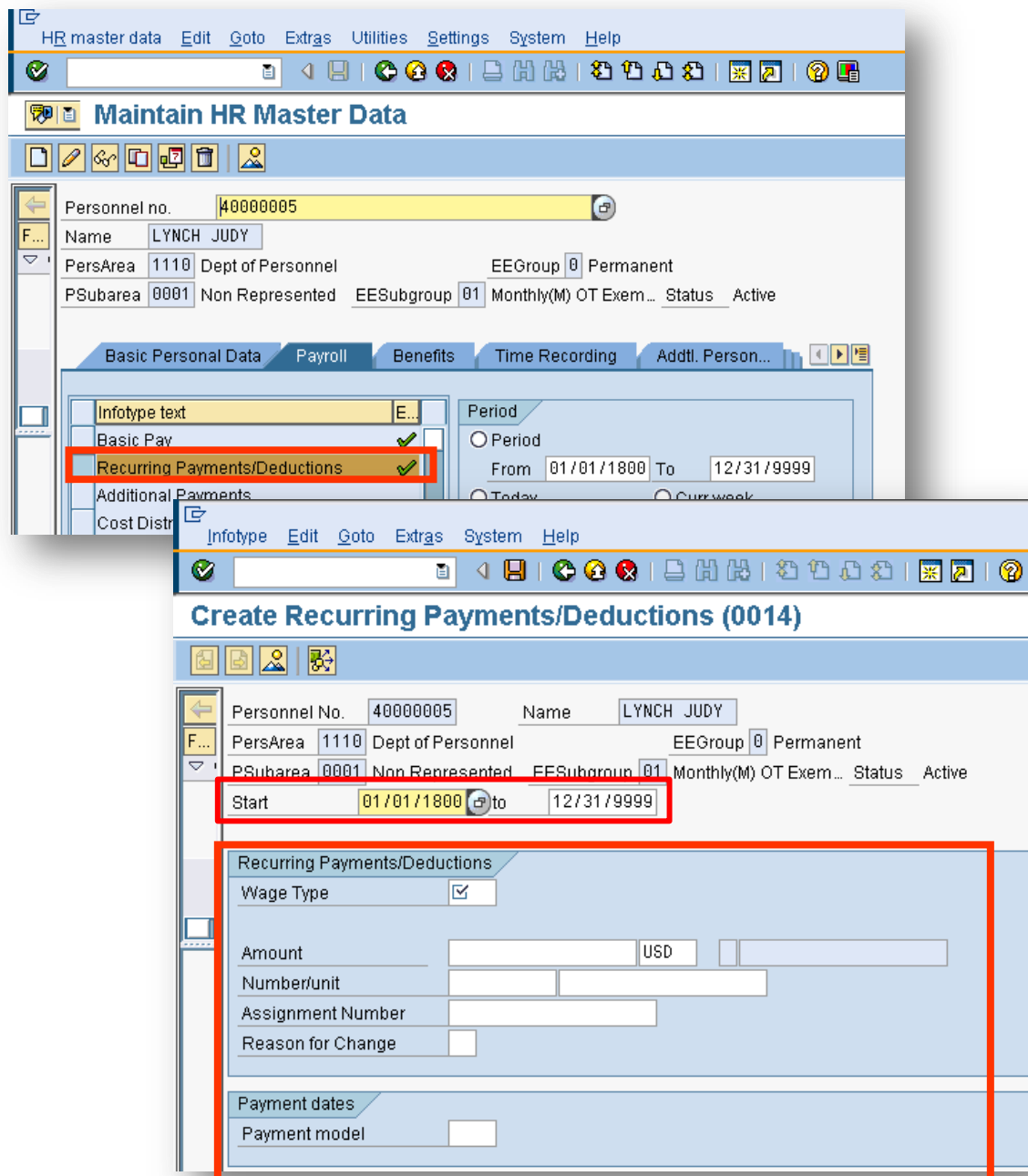
# Manual - Recurring Payments/Deductions

- Both recurring payments and deductions are entered in the same place in HRMS; Recurring Payments/Deductions (0014) Infotype
  - That the same payment be made over multiple pay periods
  - Or payments with a specified or open-ended end date use Recurring Payments/Deductions (0014)
- To access Recurring Payments/Deductions (0014), enter transaction code PA30 into the Command Field.



# Recurring Payments/Deductions

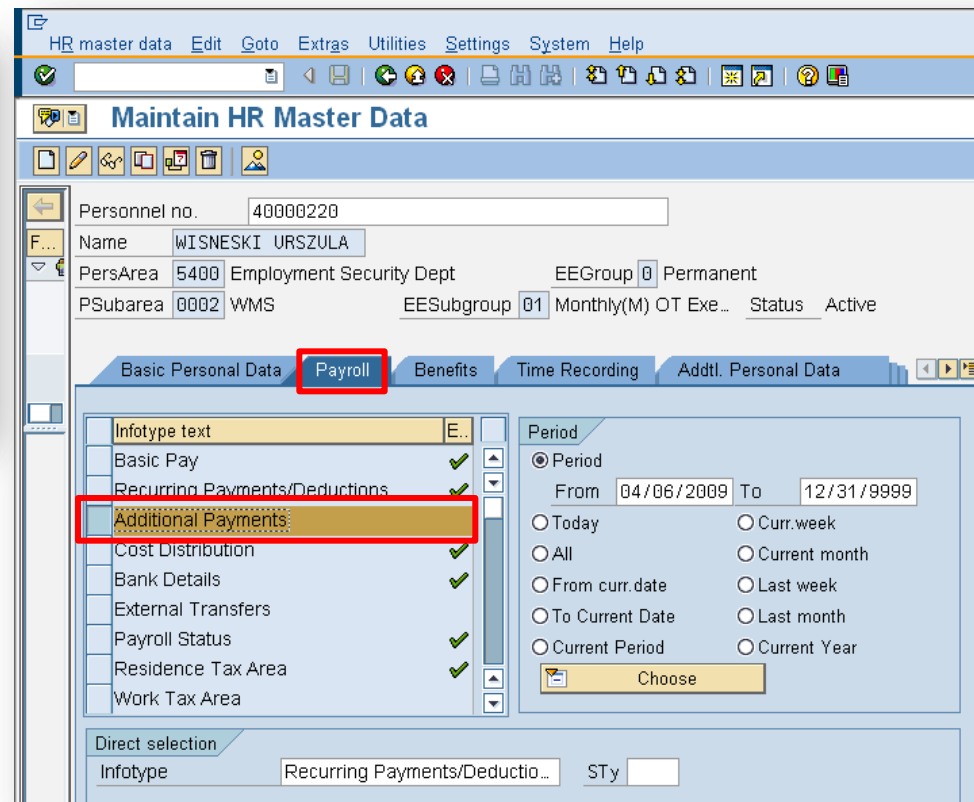
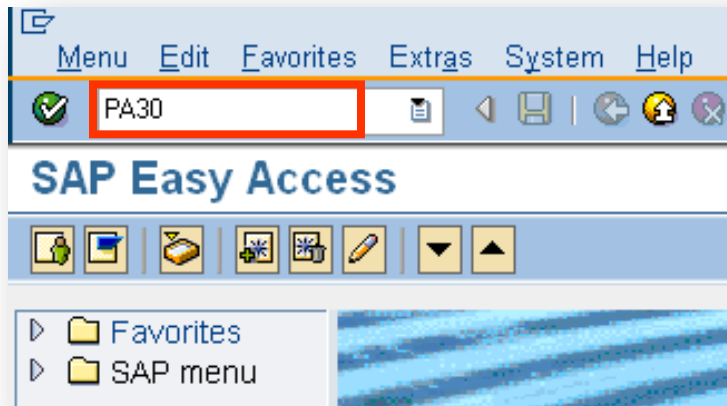
- Click on the *Payroll* tab
- Select *Recurring Payments/Deductions* (0014)
- Enter *Personnel no.*
- Click  (Create)
- Fields to complete:
  - *Start/End dates*
  - *Wage type*
  - *Amount*
  - *Payment Model*  
(frequency of payment)
- Click  (Enter)
- Click  (Save)



The image shows two screenshots of a software interface. The top screenshot is the 'Maintain HR Master Data' screen. It displays personnel information for 'LYNCH JUDY' with personnel number '40000005'. The 'Payroll' tab is selected, and the 'Recurring Payments/Deductions' option is highlighted in a red box. The bottom screenshot is the 'Create Recurring Payments/Deductions (0014)' screen. It shows the same personnel information. The 'Start' date is '01/01/1800' and the 'End' date is '12/31/9999', both highlighted in a red box. Below this, the 'Recurring Payments/Deductions' section is highlighted in a red box, containing fields for 'Wage Type' (checked), 'Amount' (USD), 'Number/unit', 'Assignment Number', and 'Reason for Change'. At the bottom, the 'Payment dates' section is also highlighted in a red box, containing a 'Payment model' field.


# Additional Payments

- If a request has been made or the need exists to create a one-time deduction, set up the payment on *Additional Payments* (0015).
- To access *Additional Payments* (0015), enter transaction code PA30 into the *Command Field*.



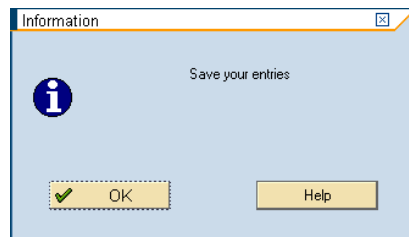
- Click on the Payroll tab
- Select Additional Payments (0015)

# Additional Payments

- Enter *Personnel no.*
- Click  (Create)
- Use *Additional Payments (0015)* Fields to complete:

- Wage type* (some WT's assign an amount)
- Amount*
- Date of origin*\*

- Click  (Enter) to validate



- Click  (Save)

The screenshot shows the 'Create Additional Payments (0015)' form. Red boxes highlight the following fields:

- Wage Type:** 1143 (Tuition Reimb Taxable)
- Amount:** 1,241.00 USD
- Date of origin:** 04/28/2009

Other visible fields include: Personnel No. 40000220, Name WISNESKI URSZULA, PersArea 5400, Employment Security Dept, EEGroup 0, PSubarea 0002, WMS, EESubgroup 01, Monthly(M) OT.



A red arrow points from the 'Date of origin' field to a note box at the bottom.

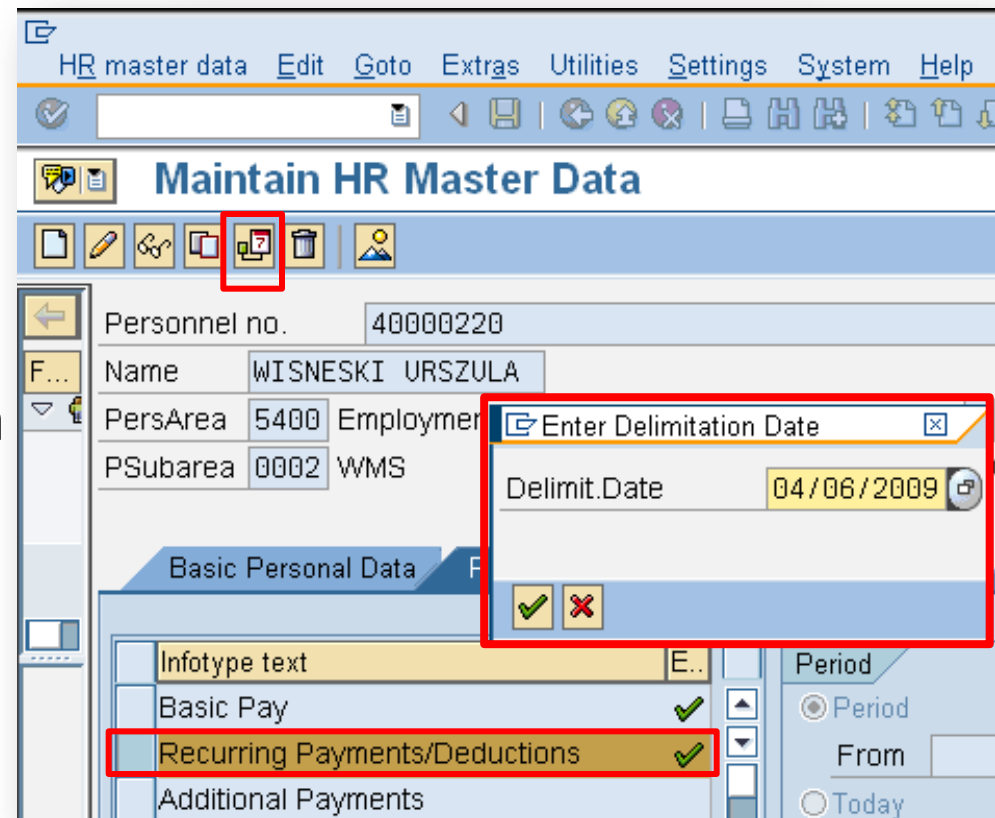
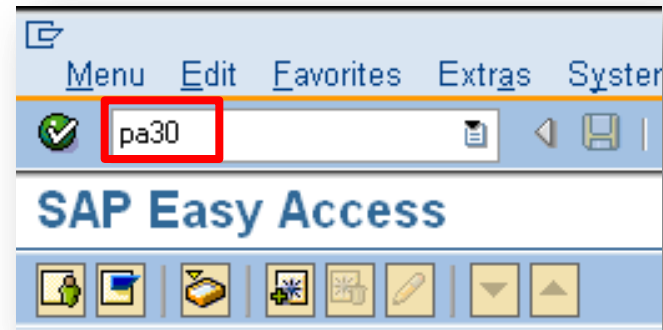
**Wage Types for Infotype "Additional P"**

WT	Wage Type Long Text
1054	Lump Sum \$756 Ins Pay
1055	Adj to Gross not subj Ret
1056	Adjustment to gross-all
1120	Red Tax/Ret Post Sep Rec
1126	Noncash Health Adj
1127	Noncash Gross Perm
1128	Noncash Gross non Perm
1129	Noncash Gross NSubj Ret
1130	Noncash Gross Subj Ret
1135	Noncash Gross OverTime


**\* Note:** The date entered should be within the pay period that the payment or deduction is desired.

# Delimiting Deductions

- To delimit deductions, enter transaction code PA30 into the Command Field.
- Select *Recurring Payments/Deductions* (0014)
- Click  (Delimit)
- Enter the *Delimit. Date* in the *Enter Delimitation Date* box
- Click  (Continue)




# Delimit Recurring Payments/Deductions

- Select the deduction(s) to end date
- Click  (Delimit)

Infotype Edit Goto Extras System Help

**Delimit Recurring Payments/Deductions (0014)**



Personnel No. 40000220 Name WISNESKI URSZULA

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 0002 WMS EESubgroup 01 Monthly(M) OT Exe... Status Active

Choose 04/06/2009 to 12/31/9999 STy. Delimit.Date 04/06/2009

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy
2646	WASH ST EMPL CR UN03/01/2007	12/31/9999	A	445.00	USD	
2661	Charity	06/01/2006	12/31/9999	A	5.00	USD

- A notification that the record(s) has been delimited is displayed



# **HRMS Activity**



**Exercise:**  
**Create a Payroll Deduction (pg 40)**

# Review Questions

1. What are three examples of an **automatic** deductions? (Hint: These are fed to HRMS through interfaces.)
  1. Medical and Dental Plans (0167)
  2. Deferred Compensation (0169)
  3. Auto/Home Insurance (Liberty Mutual (0377))
  
2. What are three examples of a manual deductions? (Hint: These are entered into HRMS when requested by the employee.)
  1. Credit Unions/Banks
  2. Insurance that is not state-sponsored (AFLAC)
  3. Parking Fees

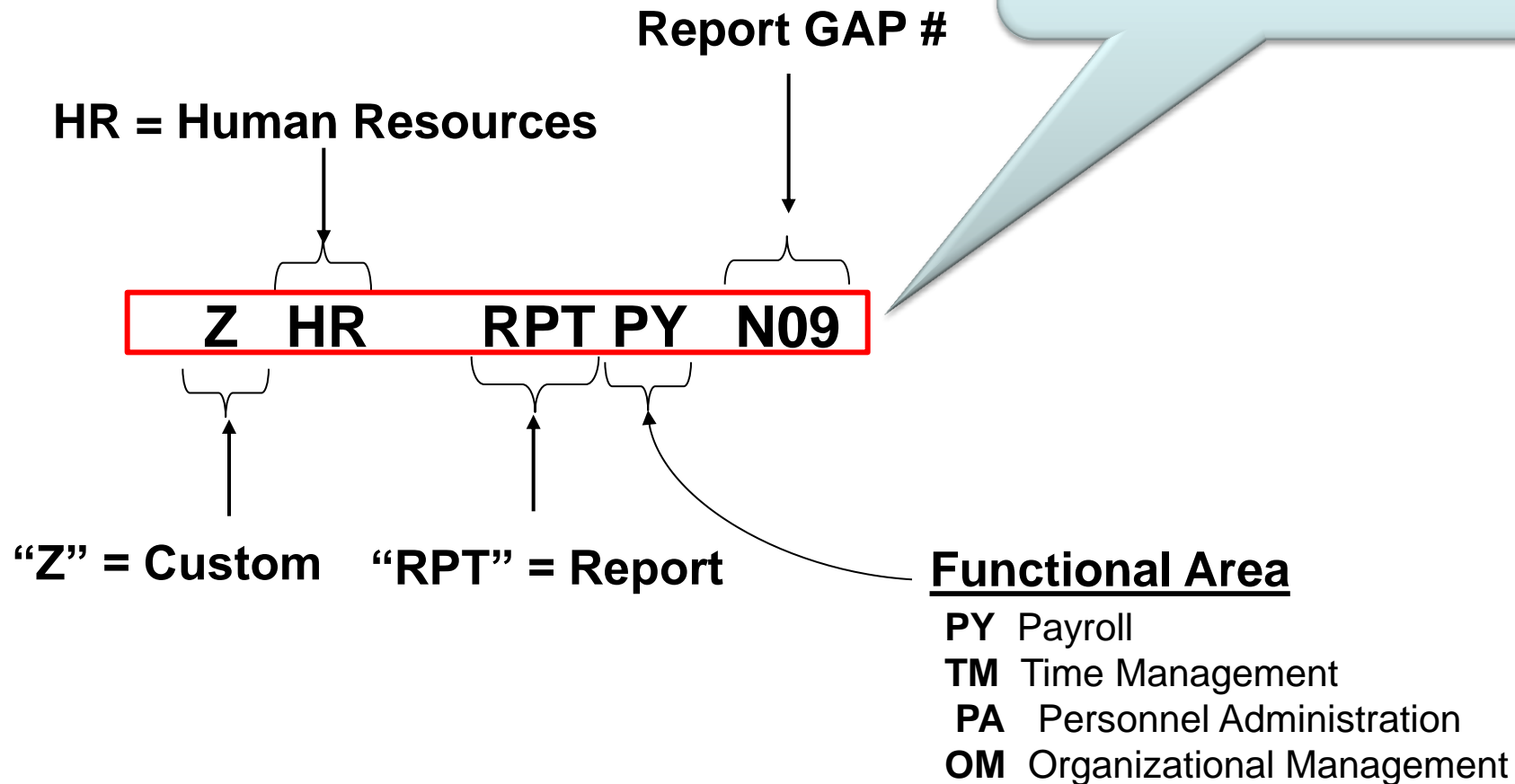
# Additional Deduction Procedures

- Additional procedures are located on the Online Quick Reference (OLQR) and include:
  - Recurring Payment with a Dollar Limit
  - Recurring Deduction
  - Recurring Payment
  - One Time Deduction – Additional Payments
  - One Time Payment – Additional Payments

The screenshot shows the Washington State Department of Personnel (DOP) website. At the top, there is a navigation bar with links: Contact DOP | About Us | Topic Index A-Z | Forms | Publications | Calendar. Below this is the HR logo and the text "Washington State Department of Personnel". A search bar with a "GO" button is also present. A row of orange buttons contains the following links: Home, Strategic HR, Compensation & Job Classes, Training, Recruitment, Rules, Diversity, Payroll, and More DOP Services. The "Payroll" button is highlighted with a red box. Below the buttons, a breadcrumb trail is shown: [Home](#) > [Payroll](#) > [Human Resource Management System](#) > [On-Line Quick Reference](#) > [User Procedures](#). The "Payroll" link in this trail is also highlighted with a red box. To the right of the breadcrumb trail is a "Print Friendly" link. On the left side, there is a green button labeled "Payroll - HRMS". Below the breadcrumb trail, the text "User Procedures" is displayed in a large, bold font.

# Section 5 – Reports

# HRMS Customized Reporting - Transaction Code Map



# Payroll Reports\*

## Payroll

- Cancellation of Warrants Issued
- Cancelled Warrant ACH Report
- Corrections and Returns for Agencies
- Earnings Statement
- Employee Year to Date Payroll Register
- Payroll Journal
- Payroll Simulation
- Preemptive Time Data Check
- Reference Personnel Number

## Payroll

- Wage Type Reporter (PC00\_M99\_CWTR)
- Year End Reports (HRMS Reports)
  - W-2 Wage and Tax Statement
  - Appointments with EIC at Year End (ZHR\_RPTPY675)
  - Tax Exempt Status Report (ZHR\_RPTPY661)

## Benefits

- Active Employees with no Retirement Deduction Taken
- Participation (Retirement)
- Participation Monitor
- Retirement 70 day Default

# Payroll Simulation

- Use the **Payroll Driver (USA)** (PC00\_M10\_CALC\_SIMU) to view/review what an employee is going to be paid prior to the payroll run.
- Run this report when you need to see how a change to an employee's pay, deductions, and/or retro calculation will affect an employee's NET pay.
- In order for the payroll simulation to be run these two criteria must be met:
  - An employee's payroll master data is complete.
  - An hourly employee has time entered in HRMS for the selected pay period.
- You can run a payroll simulation for the current period or for another payroll period.

Program Edit Goto System Help

Payroll Driver (USA)

Further selections Search helps

Period

☐ Today ☐ Current month

☐ Up to today ☐ From today

☒ Other period

Data Selection Period

Person selection period

Payroll period

Selection

Personnel Number

General program control

Reason for payroll

Off-cycle payroll

Schema V000

Forced retro.accounting as of

☒ Test run (no update)

# Payroll Threshold Report

To find payroll errors ahead of time use the **Payroll Threshold Report (ZHR\_RPTPYN09)**

- This report is used to view payroll information after a simulation has been run or after payroll has been released for corrections by DES.
- When you need to verify payroll information or you would like to ensure that employees are set up correctly with payroll master data.

Program Edit Goto System Help

**Payroll Threshold Report**

Further selections

Period

Period

☒ End of in-period

☐ End of for-period

☐ Payday

Payroll type

Payroll period

Selections

Personnel number	
Personnel area	
Personnel subarea	
Employee group	
Employee subgroup	



# Payroll Journal Voucher Report

- Use the **Payroll Journal Voucher Report (ZHR\_RPTPY376)** to display the record of money being transferred between agencies and funds via Journal Vouchers.
- When you need to review all transfers of monies between agencies, Electronic Funds Transfers, treasury and/or treasury trust account funds.
  - Payroll has been exited by DES.

Program Edit Goto System Help

**Payroll Journal Voucher Report**

Period

Payroll Area 11

Payroll Period 23 2008

Sequence No. ( Testing )

Period

Pay Date 12/10/2008

Selection

Business Area ☒

Report ID ☒

Mode

☐ Show Employee Level Detail

ALV

ALV Report Layout

# Wage Type Reporter

Use the Wage Type Reporter (PC00\_M99\_CWTR) to identify transactions automatically recorded in the Agency State payroll Revolving Account 035 in General Ledger (GL) 5199 Other payables.

- Agencies should generate this report each payroll. To receive current results DES must execute a payroll run and have stored results during a payroll cycle.
- The payroll cycle must be exited.

The screenshot shows the 'Wage Type Reporter' application window. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title bar reads 'Wage Type Reporter'. Below the title bar is a toolbar with icons for a clock, a document, a person, and a flag. The main area is divided into sections. The first section is 'Further selections' and 'Search helps'. Below this is a 'Selection' section with a table of fields and input boxes:

Selection	Input Box
Personnel Number	<input type="text"/>
Company Code	<input type="text"/>
Personnel area	<input type="text"/>
Personnel subarea	<input type="text"/>
Employee group	<input type="text"/>
Employee subgroup	<input type="text"/>
Payroll area	<input type="text"/>

Below the 'Selection' section is a 'Payroll Interval' section with a table of fields and input boxes:

Payroll Interval	Input Box
Period	<input type="text"/>
Payroll type	<input type="text"/>

Below the 'Payroll Interval' section is a 'Period determination' section with a table of fields and input boxes:

Period determination	Input Box
<input checked="" type="radio"/> In-view payroll periods	
<input type="radio"/> For-view payroll periods	

# Wage Type Reporter (con't)

- These are the roles that can run this report:
  - Payroll Processor
  - Payroll Analyst
  - Payroll Inquirer
  - Payroll Supervisor
  
- Department of Personnel has created state-wide variants to help agencies with their reconciliations.
  - Use the procedure ***Report\_Create and Retrieve Variants*** for steps to access the state-wide variants.

The screenshot shows the 'Wage Type Reporter' selection screen in SAP. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is divided into several sections:

- Further selections**: Includes 'Search helps' and 'Org. structure' buttons.
- Selection**: A list of selection criteria with input fields and arrow buttons:
 

Personnel Number		
Company Code		
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		
Payroll area		
- Payroll Interval**: Includes 'Period' and 'Payroll type' fields, with 'To' and 'to' fields for date ranges. A 'Payroll Period' button is present.
- Period determination**: Radio buttons for 'In-view payroll periods' (selected) and 'For-view payroll periods'.
- Other selections**: Includes 'Wage Type' field, checkboxes for 'Archived Payroll Results' and 'Display recs with null values', and an 'Object selection' button.
- Output**: Radio buttons for 'SAP List Viewer' (selected), 'ALV Grid Control', and 'Microsoft Excel'. It also includes fields for 'Layout Variant' and 'Template PC File'.

# Wage Type Statement

Use the **Wage Type Statement (S\_AHR\_61015611)** for displaying lists of wage type amounts based on the payroll data for the individuals selected.

The evaluation indicates the number and amount values currently assigned to each wage type.

The screenshot shows the 'Wage Type Statement' application window. The title bar includes 'Program Edit Goto System Help'. The main title is 'Wage Type Statement'. Below the title bar, there are icons for a clock, a document, a folder, and a printer. The interface is divided into several sections:

- Further selections**: A button with a right arrow and the text 'Search helps'.
- Payroll period**: A section with a 'Payroll area' dropdown menu, a radio button for 'Current period' (selected), and a radio button for 'Other period' with two empty input boxes.
- Selection**: A section with four input fields: 'Personnel Number', 'Payroll area', 'Pers.area/subarea/cost cente', and 'Employee group/subgroup'. Each field has a right arrow button next to it.
- Additional data**: A section with a 'Wage types' subsection. It includes a 'Wage type to be evaluated' input field, an 'Alternative currency' input field, and a checkbox for 'New page per wage type'. There is also a 'to' label next to the 'Wage type to be evaluated' field.

# Wage Type Assignment

- Use to view the list of all HRMS wage types and view the General Ledger account the wage type will post to in OFM's Agency Financial Reporting System (AFRS)
- Refer to the OLQR User Procedure: [Wage Type Assignment - Display G/L Accounts](#)
- Access this report using the transaction code:  
**PC00\_M99\_DKON**

The screenshot shows a software interface for the 'Wage Type Assignment - Display G/L Accounts' report. The interface has a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'Wage Type Assignment - Display G/L Accounts' is displayed in a large blue font. Below the title is a 'Selection' section with the following fields: 'Country Grouping' (value: 10), 'Wage Type' (empty), 'Company Code' (empty), and 'Key Date' (value: 10/23/2008). There are also 'to' fields for 'Country Grouping', 'Wage Type', and 'Company Code'. A checkbox labeled 'Valuate Add. Modification' is present. Below the 'Selection' section is a 'Consider Business Processes' section with three checkboxes: 'Payroll Results Posting' (checked), 'Month End Accruals Posting' (checked), and 'Cost Planning' (checked). The 'Cost Planning' checkbox is highlighted with a red rectangle. Below the 'Consider Business Processes' section is an 'Output' section with two radio buttons: 'Display as tree' (unselected) and 'Display as variable list' (selected). The 'Display as variable list' radio button is highlighted with a red rectangle.

Program Edit Goto System Help

Wage Type Assignment - Display G/L Accounts

Selection

Country Grouping 10 to

Wage Type to

Company Code to

Key Date 10/23/2008

☐ Valuate Add. Modification

Consider Business Processes

☒ Payroll Results Posting

☒ Month End Accruals Posting

☒ Cost Planning

Output

Display as tree ☐

Display as variable list ☒

# Payroll Journal

Use the **Payroll Journal** (ZHR\_RPTPYN33) to verify the earnings and deductions for individual employees or groups of employees in your agency.

- Use the OLQR procedure *Payroll Journal* (ZHR\_RPTPYN33) to understand the purpose of this report.
  - It is used for Payroll certification based on the State of Washington Office of Financial Management State Administrative & Accounting Manual (SAAM) Chapter 25.20.30.  
<http://www.ofm.wa.gov/policy/25.20.htm>

The screenshot displays the 'Payroll Journal' application window. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with icons for opening files, saving, printing, and other functions. The main title 'Payroll Journal' is prominently displayed. Underneath, there's a section for 'Further selections' which includes a 'Periods' tab. In the 'Periods' section, 'Payroll Area' is set to 'Current period' (indicated by a selected radio button). Other options include 'Other periods', 'In-period view' (also selected), and 'For-period view'. Below this is the 'Selections' section with input fields for 'Personnel number', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup'. At the bottom, the 'Additional Selections' section includes fields for 'Organizational Key' and 'Business Area', along with a checkbox for 'Print only Totals sheets'.

# Warrant / ACH Register and Summary

Use the Warrant/ACH Register and Summary (ZHR\_RPTPY635) to display both detail and summary information for warrants and ACH.

- View the employee's warrant or ACH number and pay amount.
- Run after Payroll is exited.

**Warrant/ACH Register and Summary**

⌚ 📄 📘

**Pay Period**

Payroll Area

Pay Period   ☐ Use Current Period

**Employee Selections**

Personnel Number	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Business Area	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Personnel Area	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Personnel SubArea	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Org Key	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Org Unit	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

**Report Type**

☐ Summarize by Personnel Area  
☐ Summarize by Personnel SubArea  
☐ Summarize by Org Key  
☒ Warrant Register  
☐ ACH Register  
☐ % Direct by Pers. Area  
☐ % Direct by Pers. SubArea  
☐ % Direct by Org. Unit

**Other Options**

☐ Include Signature Field

# Adjustments to Earnings Subject to Employment Security

Use the Adjustments to Earnings Subject to Employment Security (ZHR\_RPTPY123) to display warrants cancelled outside of the quarter they were originally issued.

- Cancellation of Warrants Issued
- Used to update quarterly Unemployment Insurance data. This report supplements the quarterly interface file Employment Security receives to make any adjustments resulting from warrant cancellations.

The screenshot shows a software window titled "Adjustments to Earnings Subject to Employment Security". The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. Below the title bar, there is a section for "Periods" with options for "Payroll Area", "Current period", "Other periods", "In-period view", and "For-period view". A "Period" button is also present. To the right of the "Periods" section is a button labeled "Org. structure". Below the "Periods" section is a "Selections" section with a list of fields: "Personnel number", "Payroll Area", "Personnel area", "Personnel subarea", "Employee group", and "Employee subgroup". Each field has a corresponding input box and a dropdown arrow. At the bottom, there is an "Additional Selections" section with a field for "Employment Security Account Number" and a dropdown arrow.



# Payroll Posting Report

Use the **Payroll Posting Report (ZHR\_RPTPY126)** to display payroll funding/accounting transactions for employees payroll.

- When the agency's payroll office has completed an Off-cycle reversal in which employee(s) warrants or EFT payments are cancelled because of errors or discrepancies.
- Run after Payroll is exited.
  - This report reads payroll posting data after it has been processed including interfacing with the ALAS (financial) program.
  - The employees will be identified on the Preemptive Compensation Data Check (ZHR\_RPTPYN08) report as having a cancelled warrant.

Program Edit Goto System Help

Payroll Posting Report

Payroll Period

Payroll Area

Pay Period

Select by Person

Personnel Number

Organizational Unit

Select by Data

Business Area

Remitting Business Area

Wage Type

Warrant / EFT #

☐ Display all Data for EE

☐ Display all Bus. Areas for EE

# Corrections and Returns

Use the **Corrections and Returns (ZHR\_RPTPY151)** report to display the pre-notification (pre-note for direct deposits) corrections and errors when an agency needs to correct on the employee record.

- Use this to display the pre-note (for direct deposits) corrections and rejects the agency needs to correct on the employee record.
- Run this report on a daily, semi-weekly or other regular basis for any Notifications of Changes (NOC) or Returns that may have come from the Bank.



**Run this report daily.**

Program Edit Goto System Help

**Corrections and Returns for Agency Action**

Further selections Search helps

Key date

☒ Today

☐ Other keydate

Key Date

Selection

Personnel Number

Personnel area

Personnel subarea

Employee group

Employee subgroup

ACH File Period Selection

For Date ☒ to

For Seqnr ☒

# Employee Year to Date Payroll Register

- Use the **Employee Year To Date Register (ZHR\_RPTPY646)** to display a detailed report of employee YTD totals. This report is run after every payroll cycle, off cycle and yearly for the accumulated amounts. Creates a snapshot at end of each calendar month (following 25th payroll).

The screenshot shows a software interface for the "Employee YTD Payroll Register Report". At the top is a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu is a toolbar with various icons. The main title "Employee YTD Payroll Register Report" is displayed in a blue header. Below the title is a sub-header with icons for a clock, a document, a folder, and a flag. The interface is divided into two main sections: "Further selections" and "Org. structure". The "Further selections" section contains a "Period" tab, a "Period" input field with a calendar icon, a "To" input field, radio buttons for "End of in-period", "End of for-period", and "Payday" (which is selected), a "Payroll type" input field with a dropdown arrow, and a "Payroll period" button. The "Org. structure" section contains a "Selections" tab and a list of selection criteria: "Personnel number", "Personnel area", "Personnel subarea", "Employee group", and "Employee subgroup". Each criterion has an input field and a dropdown arrow.

Employee YTD Payroll Register Report

Further selections

Org. structure

Period

Period  To

☐ End of in-period

☐ End of for-period

☒ Payday

Payroll type

Payroll period

Selections

Personnel number

Personnel area

Personnel subarea

Employee group

Employee subgroup

# Employee Cost Distribution Report

- Used to identify employees within your agency who have a ***Cost Distribution*** Infotype (0027).
- Refer to the OLQR User Procedure: **Cost Distribution- Employee**
- Access this report using the transaction code: **ZHR\_RPTFI0027**

The screenshot shows the SAP transaction selection screen for IT0027 Employee Cost Distribution. The interface includes a menu bar (Program, Edit, Goto, System, Help), a toolbar with various icons, and a title bar. The main area is divided into several sections for data entry:

- Effective Date:** A section with a label 'Effective Date' and a sub-label 'Effective Date Start/End'. It contains two date input fields, both set to '01/07/2011', separated by a 'to' label.
- Employee Selections:** A section with a label 'Employee Selections' containing a list of fields: Payroll Area, Employee Status, Business Area, Personnel Area, Personnel Sub Area, and Personnel Number. Each field has a corresponding input box and a 'to' label, followed by a vertical stack of arrow icons for selection.
- Infotype Selections:** A section with a label 'Infotype Selections' containing a list of fields: Fund, Functional Area, Cost Center, Cost Object, AFRS Project Structure, and AFRS Allocation Code. Each field has a corresponding input box and a 'to' label, followed by a vertical stack of arrow icons for selection.
- ALV Report Variant:** A section with a label 'ALV Report Variant' and a sub-label 'ALV Variant Name', followed by an input box.

# Cost Distribution Report

- Used to identify the Cost Distribution (1018) infotype for each position within the reporting period.
- Refer to the OLQR User Procedure:  
[Position Cost Distribution- 1018](#)
- Access this report using the transaction code:  
**ZHR\_RPTFI1018**

The screenshot shows the SAP 'IT1018 Position Cost Distribution' selection screen. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The title 'IT1018 Position Cost Distribution' is displayed in blue. The 'Effective Date' section shows 'Report Effective Date' as '10/23/2012'. The 'Position Selections' section includes fields for 'Business Area', 'Personnel Area', 'Personnel SubArea', 'Organization Unit', 'Position Number', and 'Vacancy Status', each with a 'to' field and a selection icon. The 'Infotype Selections' section includes fields for 'Fund', 'Functional Area', 'Cost Center', 'Cost Object', 'Project', and 'Allocation', each with a 'to' field and a selection icon. At the bottom, the 'ALV Report Variant' section shows 'ALV Variant Name' with an empty field.

# HRMS Earning Statements

- Can be viewed online with **Employee Self Service** for Washington State Employees <https://wahrms.wa.gov/irj/portal>

The screenshot shows the 'Employee Self-Service' portal. At the top, there is a navigation bar with links: 'Employee Self-Service', 'BI Reports', and 'WEBGUI'. Below this is a secondary navigation bar with links: 'Welcome', 'ESS Applications', 'Personal Information', 'Earning Statements', and 'ESS Help'. The main content area has a 'Welcome' heading and a sub-heading 'Employee Self Service'. It contains three bullet points: 1. 'Personal Information' - Click on the link above to update your personal information, including address, emergency contact and email. Be sure to enter your e-mail address in the "Personal Information" section of ESS. If you lose or forget your password, your new password will be sent to this email address. (See Password Problems below) 2. 'Earnings Statement' - Select this option to view and print any earnings statement issued in the past 12 months. Earnings statements are posted for viewing on the day prior to payday. (Example: On February 24, 2011, you will be able to select and view the February 25, 2011, earnings statement and all earnings statements issued in the past 12 months.) If you need a specific earnings statement that is not available on the list, contact your payroll office. 3. 'Password problems?' If you enter an incorrect password five times, you will be locked out of the system. If this happens, click on the "Forgot Password" link to have a new password sent to your email address. We advise that you enter your work email address in ESS so password changes are delivered there.

Employee Self-Service | BI Reports | WEBGUI

Welcome | ESS Applications | Personal Information | Earning Statements | ESS Help

Welcome


## Welcome

### Employee Self Service

- **Personal Information** – Click on the link above to update your personal information, including address, emergency contact and email.  
*Be sure to enter your e-mail address in the "Personal Information" section of ESS. If you lose or forget your password, your new password will be sent to this email address. (See Password Problems below)*
- **Earnings Statement** – Select this option to view and print any earnings statement issued in the past 12 months. Earnings statements are posted for viewing on the day prior to payday. (Example: On February 24, 2011, you will be able to select and view the February 25, 2011, earnings statement and all earnings statements issued in the past 12 months.) If you need a specific earnings statement that is not available on the list, contact your payroll office.
- **Password problems?** If you enter an incorrect password five times, you will be locked out of the system. If this happens, click on the "Forgot Password" link to have a new password sent to your email address. We advise that you enter your work email address in ESS so password changes are delivered there.

# Earnings Statement – Side 1

- Employer Name and Number
- Employee Address



**STATE OF WASHINGTON**  
Earnings and Deductions Statement

Page 1 / 2

Payroll Date
10/24/2008

Employer
1110 Dept of Personnel

Employee Name Here

Location
2000

Personnel #	Payroll Area
	11 Semi-Monthly
Exemptions #	W/H Stat
02	Single
Pay Period	Anniversary Date
2008-20	1/1/2009
Pay Period Begin	Pay Period End
10/01/2008	10/15/2008

Earnings	+	Allowances	-	Mandatory Deductions	-	Deductions	+	Adjustments	=	NET PAY
1,551.20		0.00		477.97		203.19		0.00		1,032.20

Payment Type	Payment Number	Account	Payment Bank	Amount
Direct Deposit		Checking	BANK OF AMERICA, NA	1,032.20
Total Net Payment				1,032.20

Simulation

- Payroll Date
- Work Location
- Personnel
- Payroll Area
- Pay Period
- Anniversary Data

- Total Net Pay
- Total Deductions
- Payment Type

# Reprint Earning Statement

- Use this report to regenerate prior earning statements for an employee
- Access Earnings and Deductions Statement using the transaction code **ZHR\_RPTPY711**
- Refer to the OLQR User Procedure:  
[Earnings and Deductions Statement](#)

Program Edit Goto System Help

**ZHR\_RPTPY711XD - Select Earnings Statement**

Period

Payroll Area   ☐ Use Current Period

Pay Period

Run Parameters

Run Type

Selection

Personnel Number  to

Business Area  to

Personnel Area  to

Personnel Subarea  to

Org Unit  to

Org Key  to

Statement Type

☒ Normal Statement

☐ Extended Statement

Output Options

Display PDF Online ☒ Preview Smartform ☐ Save PDF File to PC ☐

Normal (path & file name)

Extended (path & file name)

Payment Type

☒ Both

☐ Warrants

☐ ACH

Employee No-Print Option

☐ Skip No-Print EEs

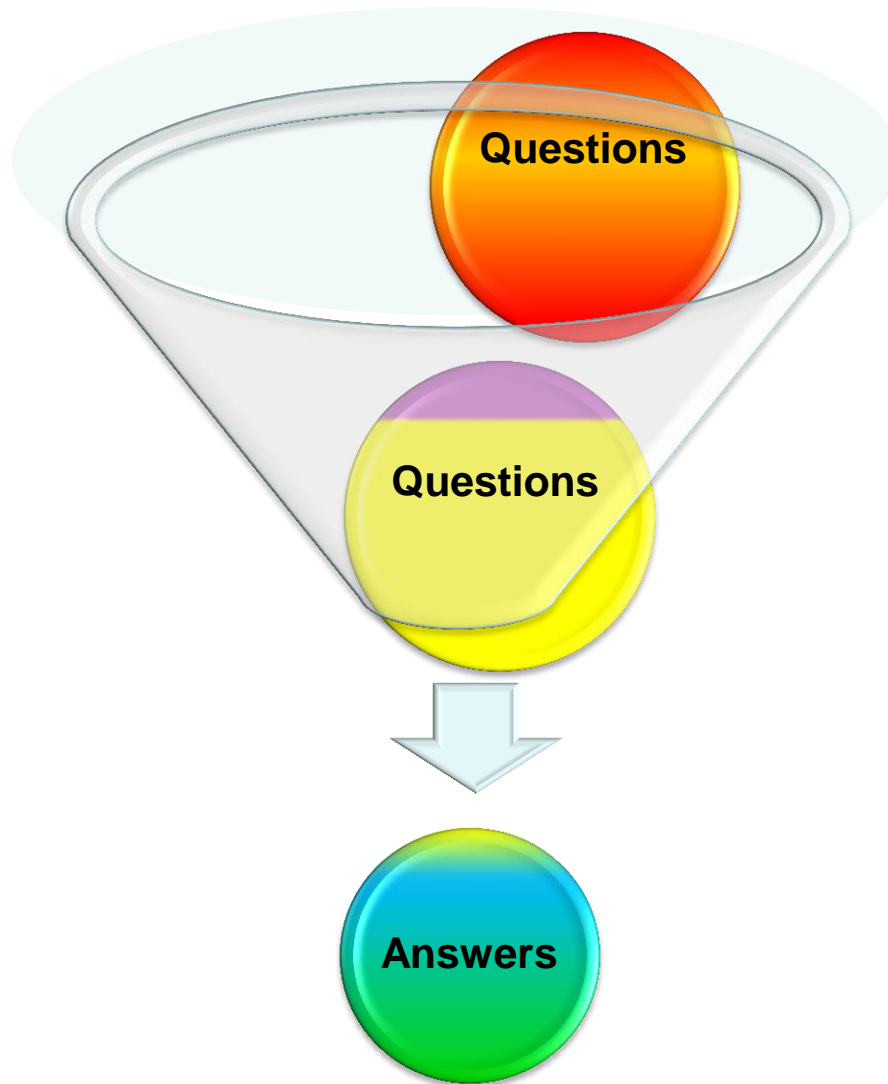


# Summary

Throughout this course, you have learned to:

- ☑ Describe an overview of how employee information is created and maintained in HRMS
- ☑ Identify new terms and concepts specific to payroll master data creation and maintenance
- ☑ Create and maintain employee's payroll master data
- ☑ Describe the benefits process
- ☑ Assign recurring and single payments and deductions
- ☑ View Reports
- ☑ Locate the OLQR

# Question and Answer



**Thank you**  
for your participation